

RECEIVED

JUN 18 2019

*[Signature]*

**OFFICE OF THE CITY ATTORNEY  
OUTSIDE EMPLOYMENT APPROVAL FORM  
ATTORNEY**

**HUMAN RESOURCES**Name: John T. Anthony, IIIDate of Request: 6/14/2019City Attorney Branch/Section: Criminal/Central TrialsOutside Title/Position: Adjunct Professor of Law

Outside Employer Name and Address:

Number of hours per week: Approximately 6-10Loyola Law School, Los Angeles  
919 Albany Street, Los Angeles, CA 90045Outside Work Schedule days/times: Class one 2-hour sessionType of Work: Adjunct Professor of Law  
teaching Employment Law b

per week

Phone Number: [REDACTED]Start and End Date: Approximately 1/13/20, 5/15/20

Plus prep,

grading and

student

communication,

S.R.E.L.

**ALL OUTSIDE EMPLOYMENT MUST BE RENEWED ON AN ANNUAL BASIS****Factors to Consider**

Note: If any of factors 1 through 5 apply, the Ethics Ordinance requires that the request be denied.

Yes      No

1. Whether the payment or the services (paid or unpaid) to be provided creates the appearance of or involves actual use of public office or employment or the time, facilities, equipment or supplies of the official's agency, for private gain;  2. Whether the payment, services for which payment would be received, or unpaid services involves the acceptance by the official of any money or other consideration from anyone other than his or her agency for the performance of an act which the official, if not performing such act for the outside source of income, would be required or expected to render in the regular course or of his or her duties as a City official;  3. Whether the City official is in a position to make, to participate in making, or to influence a potential governmental decision that could foreseeably have a material financial effect on the source of income;  4. Whether the payment or services for which the payment would be received involves the performance of any act in other than an official capacity which may later be subject to the control, inspection, review, audit or enforcement of any other official of his or her agency;  5. Whether the services involve such time demands that would render the official's performance of his or her official duties less efficient.  6. Whether the outside services might result in conflicts between the City and an outside client that will hinder the official's services to the City.  7. Are any issues of municipal law involved? If so, describe: \_\_\_\_\_  8. Are you representing a person or entities in a proceeding where you will be taking a position adverse to another municipality? If so, describe: \_\_\_\_\_  9. Will you receive any remuneration for your employment? If so, list the approximate amount: Approximately \$6,600.00  **APPROVED BY:**Tom Fink  
Supervisor  
JKDate: 6/5/19Date: 6/17/19

Chief of Staff

John Molina

Branch Chief

Date: 6/14/2019

\*If the employment is with a "restricted source," you must also obtain approval from the Ethics Commission. LAMC § 49.5.7.C.2. This includes anyone who does or seeks to do business with the City Attorney, anyone who has attempted to influence you in a legislative or administrative action which would have a direct material financial effect on that person, a lobbyist or lobbying firm that seeks to influence decisions of the City Attorney, and a person who is a party to a proceeding involving a license, permit or other entitlement for use pending before you.

**Anticipated work schedule: Wednesday night class approx 6pm-8pm. Miscellaneous preparation, grading, student communication anticipated to be approximately 4-6 additional weekly hours, however, could be more or less. No outside work to be conducted while on city time.**

*[Signature]* RECEIVED  
OCT 23 2019

**OFFICE OF THE CITY ATTORNEY**  
**OUTSIDE EMPLOYMENT APPROVAL FORM**

ATTORNEY

Name: Janis Levart Barquist

Date of Request: October 30, 2019 HUMAN RESOURCE

City Attorney Branch/Section: Labor Relations

Outside Title/Position: Judge Pro Temp

Outside Employer Name and Address:

Number of hours per week: 3-4 hours per day, approx

Los Angeles Superior Court

Outside Work Schedule days/times: 4 days per year

Los Angeles, CA

Phone Number:

Type of Work: Judging, and signing TRO requests

Start and End Date: 11/1/2019 / 10/31/20  
Now 2020

**ALL OUTSIDE EMPLOYMENT MUST BE RENEWED ON AN ANNUAL BASIS**

**Factors to Consider**

Note: If any of factors 1 through 5 apply, the Ethics Ordinance requires that the request be denied.

Yes      No

1. Whether the payment or the services (paid or unpaid) to be provided creates the appearance of or involves actual use of public office or employment or the time, facilities, equipment or supplies of the official's agency, for private gain;   X

2. Whether the payment, services for which payment would be received, or unpaid services involves the acceptance by the official of any money or other consideration from anyone other than his or her agency for the performance of an act which the official, if not performing such act for the outside source of income, would be required or expected to render in the regular course or of his or her duties as a City official;   X

3. Whether the City official is in a position to make, to participate in making, or to influence a potential governmental decision that could foreseeably have a material financial effect on the source of income;   X

4. Whether the payment or services for which the payment would be received involves the performance of any act in other than an official capacity which may later be subject to the control, inspection, review, audit or enforcement of any other official of his or her agency;   X

5. Whether the services involve such time demands that would render the official's performance of his or her official duties less efficient.   X

6. Whether the outside services might result in conflicts between the City and an outside client that will hinder the official's services to the City.   X

7. Are any issues of municipal law involved? If so, describe: Possibly. Sometimes cases involve Municipal law, however, I never decide cases where the City is a party.   X

8. Are you representing a person or entities in a proceeding where you will be taking a position adverse to another municipality? If so, describe: No   X

9. Will you receive any remuneration for your employment? If so, list the approximate amount: No remuneration   X

**APPROVED BY:**

Janis Levart Barquist Date: 10/15/19 John Doe Date: 10/26/19  
Supervisor CHC Date: 10/23/15 Branch Chief  
Chief of Staff

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**OFFICE OF THE CITY ATTORNEY**  
**OUTSIDE EMPLOYMENT APPROVAL FORM**  
**SUPPORT STAFF**

Name: PAMELA BENNETT

Date of Request: 3/28/19

City Attorney Branch/Section: Criminal

Outside Title/Position: Legal Services Trust Fund Commission

Outside Employer Name and address:

Number of hours per week: quarterly 2 hrs.

State Bar of California  
180 Howard St., SAC, CA 94105

Outside Work Schedule days/times: After hours

Type of Work: COMMISSIONER

Phone Number: [REDACTED] 1X 94040 [REDACTED]

Quarterly review/discussion of fund programs, policies.

Start and End Date: 4/4/19 - 4/4/20  
4/3/20(wfh)

ALL OUTSIDE EMPLOYMENT MUST BE RENEWED ON AN ANNUAL BASIS

**Factors to Consider**

Note: If any of factors 1 through 5 apply, the Ethics Ordinance requires that the request be denied.

Yes      No

1. Whether the payment or the services (paid or unpaid) to be provided creates the appearance of or involves actual use of employment or the time, facilities, equipment or supplies of the employee's agency, for private gain;

2. Whether the payment, services for which the payment would be received, or unpaid services involves the acceptance by the employee of any money or other consideration from anyone other than his or her agency for the performance of an act which the employee, if not performing such act for the outside source of income, would be required or expected to render in the regular course of his or her duties as a City employee;

3. Whether the City employee is in a position to make, to participate in making, or to influence a potential governmental decision that could foreseeably have a material financial effect on the source of income;

4. Whether the payment or services for which the payment would be received involves the performance of any act in other than an employee capacity which may later be subject to the control, inspection, review, audit or enforcement of any other employee of his or her agency;

5. Whether the services involve such time demands that would render the employee's performance of his or her City duties less efficient.

6. Whether the outside services might result in conflicts between the City and an outside client that will hinder the employee's services to the City.

7. Will you receive any remuneration for your employment? If so, list the approximate amount: \_\_\_\_\_

Please be advised that any and all current authorization for outside employment that may be in effect during the time an employee is on FMLA or Personal Medical Leave will be suspended through the duration of the leave.

**APPROVED BY:**

Sarah Young  
Supervisor  
WAC

Date: 3/28/19

M. Johnson  
Branch Chief

Date: 3/29/2019

Chief of Staff

Date: 4/2/19

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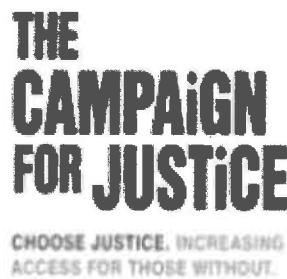


# The State Bar of California

## Legal Services Trust Fund Program

The Legal Services Trust Fund Program is the grant-making arm of the Office of Legal Services. In accordance with legal requirements and State Bar Rules, the Legal Services Trust Fund Program administers revenue from the following sources that help fund civil legal services programs serving low-income Californians:

- Interest on Lawyers' Trust Accounts (IOLTA)
- Equal Access Fund
- Justice Gap Fund



### Donate to the Campaign for Justice

The Campaign for Justice works to make legal services available to every indigent person in California. It funds 94 nonprofit legal assistance organizations that serve the state's 58 counties, boosting grants they receive through the State Bar to provide free civil legal services.

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# The State Bar of California

## Legal Services Trust Fund Commission

Roster | Upcoming Meetings

### Purpose

This commission administers grant programs that fund nonprofit civil legal aid organizations, including Interest on Lawyers' Trust Accounts (IOLTA) grants and the Equal Access Fund.

The commission is composed of 21 voting members (15 lawyers and six non-lawyer public members) and three non-voting bench officers. At least two of the public members must be eligible for services as "indigent persons" as defined by Business and Professions Code section 6213(d). The Board of Trustees appoints 14 voting members. The Chair of the Judicial Council appoints the remaining members.

The commission seeks lawyers and non-lawyer public members who possess a commitment to the delivery of legal services and sensitivity to the needs of low-income communities. Lawyers and members of the public who have experience or familiarity addressing the particular problems of self-represented litigants, experience and familiarity with community economic development, or who have knowledge of the structure and practices of banking and financial institutions are encouraged to apply.

Staff contact: Doan Nguyen, 415-538-2545, [Doan.Nguyen@calbar.ca.gov](mailto:Doan.Nguyen@calbar.ca.gov)

2018 Co-Chairs: Corey N. Friedman; Richard E. Reinis

### Past Meetings

### Additional Information

- Legal Services Trust Fund Program
- Legal Aid Grants
- Interest on Lawyers' Trust Accounts (IOLTA)

### Application for appointment to this committee

- Time commitment: Four to six meetings per year, plus additional standing committee meetings
- Expected 2018-19 vacancies: 5
- Staff contact: Doan Nguyen 415-538-2545
- Deadline for 2019 applications March 1, 2019
- 2018 terms begin: Conclusion of 2018 State Bar Annual Meeting



Pamela Bennett &lt;pamela.bennett@lacity.org&gt;

## Outside Employment Approval Form

**Wanda Hudson** <wanda.hudson@lacity.org>

Fri, Mar 22, 2019 at 1:03 PM

To: Pamela Bennett &lt;pamela.bennett@lacity.org&gt;

Cc: Mike Feuer &lt;mike.feuer@lacity.org&gt;, Maria Gonzalez &lt;maria.i.gonzalez@lacity.org&gt;, MC Molidor &lt;mc.molidor@lacity.org&gt;, Kevin Gilligan &lt;kevin.gilligan@lacity.org&gt;

Thanks, Pam. Please obtain the signatures of your supervisor and Branch Chief and forward the signed original to me. I will submit to Executive Management. Thanks.

[Quoted text hidden]

[Quoted text hidden]

\*\*\*\*\*Confidentiality Notice \*\*\*\*\*

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Wanda F. Hudson, MPA, PHR  
Office of the Los Angeles City Attorney  
Human Resources  
200 N. Main Street, 8th Floor  
Los Angeles, CA 90012  
Direct - (213) 978-7172  
Fax - (213) 978-8317  
e-mail: wanda.hudson@lacity.org

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APR 30 2019

HUMAN RESOURCES

*lpe*

**OFFICE OF THE CITY ATTORNEY  
OUTSIDE EMPLOYMENT APPROVAL FORM**

ATTORNEY

Name: Adam BiermanDate of Request: 4/29/19City Attorney Branch/Section: Criminal/Special Lit.  
Safe Neighborhoods SectionOutside Title/Position: member, Board of Trustees

Outside Employer Name and Address:

Number of hours per week: 2-3James Jordan Middle School  
7911 Winnetka Ave. Winnetka, CA 91306Outside Work Schedule days/times: varied eveningsType of Work: Board memberPhone Number: [REDACTED]Start and End Date: 10/25/181 indefinite  
thru 5/1/20

ALL OUTSIDE EMPLOYMENT MUST BE RENEWED ON AN ANNUAL BASIS

**Factors to Consider**

Note: If any of factors 1 through 5 apply, the Ethics Ordinance requires that the request be denied.

	Yes	No
1. Whether the payment or the services (paid or unpaid) to be provided creates the appearance of or involves actual use of public office or employment or the time, facilities, equipment or supplies of the official's agency, for private gain;	<input type="checkbox"/>	<input checked="" type="checkbox"/>
2. Whether the payment, services for which payment would be received, or unpaid services involves the acceptance by the official of any money or other consideration from anyone other than his or her agency for the performance of an act which the official, if not performing such act for the outside source of income, would be required or expected to render in the regular course or of his or her duties as a City official;	<input type="checkbox"/>	<input checked="" type="checkbox"/>
3. Whether the City official is in a position to make, to participate in making, or to influence a potential governmental decision that could foreseeably have a material financial effect on the source of income;	<input type="checkbox"/>	<input checked="" type="checkbox"/>
4. Whether the payment or services for which the payment would be received involves the performance of any act in other than an official capacity which may later be subject to the control, inspection, review, audit or enforcement of any other official of his or her agency;	<input type="checkbox"/>	<input checked="" type="checkbox"/>
5. Whether the services involve such time demands that would render the official's performance of his or her official duties less efficient.	<input type="checkbox"/>	<input checked="" type="checkbox"/>
6. Whether the outside services might result in conflicts between the City and an outside client that will hinder the official's services to the City.	<input type="checkbox"/>	<input checked="" type="checkbox"/>
7. Are any issues of municipal law involved? If so, describe: _____	<input type="checkbox"/>	<input checked="" type="checkbox"/>

8. Are you representing a person or entities in a proceeding where you will be taking a position adverse to another municipality? If so, describe: \_\_\_\_\_

9. Will you receive any remuneration for your employment? If so, list the approximate amount: \_\_\_\_\_

 **APPROVED BY:**

Supervisor

*ABR*Date: 9/27/19Date: 4/30/19*SJ*

Branch Chief

Date: 4/30/194 MC  
4 MollieDate: 4/29/19

Chief of Staff

\*If the employment is with a "restricted source," you must also obtain approval from the Ethics Commission. LAMC § 49.5.7.C.2. This includes anyone who does or seeks to do business with the City Attorney, anyone who has attempted to influence you in a legislative or administrative action which would have a direct material financial effect on that person, a lobbyist or lobbying firm that seeks to influence decisions of the City Attorney, and a person who is a party to a proceeding involving a license, permit or other entitlement for use pending before you.

*WY*  
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MAR - 4 2019

OFFICE OF THE CITY ATTORNEY  
OUTSIDE EMPLOYMENT APPROVAL FORM

ATTORNEY

Name: ALAN W. BLACKMAN

City Attorney Branch/Section: GANGS & GUNS

Outside Employer Name and Address: UNIVERSITY OF  
PHOENIX; 1625 W. FOUNTAINHEAD  
PKWY; TEMPE, ARIZONA 85282-2371

Type of Work: TEACHING

Date of Request: 2/11/19

HUMAN RESOURCES

Outside Title/Position: FACILITATOR/INSTRUCTOR

Number of hours per week: 15-

Outside Work Schedule days/times: 1 NIGHT PER WEEK /  
WEEKEND DAYS

Phone Number: (800) 888-1968

Start and End Date: 1/24/18 , 1/24/19  
19 20

ALL OUTSIDE EMPLOYMENT MUST BE RENEWED ON AN ANNUAL BASIS

**Factors to Consider**

Note: If any of factors 1 through 5 apply, the Ethics Ordinance requires that the request be denied.

1. Whether the payment or the services (paid or unpaid) to be provided creates the appearance of or involves actual use of public office or employment or the time, facilities, equipment or supplies of the official's agency, for private gain:

Yes  No

2. Whether the payment, services for which payment would be received, or unpaid services involves the acceptance by the official of any money or other consideration from anyone other than his or her agency for the performance of an act which the official, if not performing such act for the outside source of income, would be required or expected to render in the regular course or of his or her duties as a City official;

Yes  No

3. Whether the City official is in a position to make, to participate in making, or to influence a potential governmental decision that could foreseeably have a material financial effect on the source of income;

Yes  No

4. Whether the payment or services for which the payment would be received involves the performance of any act in other than an official capacity which may later be subject to the control, inspection, review, audit or enforcement of any other official of his or her agency;

Yes  No

5. Whether the services involve such time demands that would render the official's performance of his or her official duties less efficient.

Yes  No

6. Whether the outside services might result in conflicts between the City and an outside client that will hinder the official's services to the City.

Yes  No

7. Are any issues of municipal law involved? If so, describe: \_\_\_\_\_

Yes  No

8. Are you representing a person or entities in a proceeding where you will be taking a position adverse to another municipality? If so, describe: \_\_\_\_\_

Yes  No

9. Will you receive any remuneration for your employment? If so, list the approximate amount:  
APPROXIMATELY \$1,500 PER 5-WEEK COURSE

Yes  No

APPROVED BY:

*John D. Blackman*  
Supervisor

Date: 2/20/19

Date: 3/1/19

*McCord*  
Branch Chief

Date: 4/28/2019

Chief of Staff

\*If the employment is with a "restricted source," you must also obtain approval from the Ethics Commission. LAMC § 49.5.7.C.2. This includes anyone who does or seeks to do business with the City Attorney, anyone who has attempted to influence you in a legislative or administrative action which would have a direct material financial effect on that person, a lobbyist or lobbying firm that seeks to influence decisions of the City Attorney, and a person who is a party to a proceeding involving a license, permit or other entitlement for use pending before you.

EMPLOYMENT WILL NOT OCCUR DURING CITY  
WORK HOURS AND WILL NOT INVOLVE USE OF  
CITY MATERIALS. AWB

*VJ*  
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OCT 16 2019

HUMAN RESOURCES

# Renewal

## OFFICE OF THE CITY ATTORNEY OUTSIDE EMPLOYMENT APPROVAL FORM SUPPORT STAFF

Name: Pamela Blair

Date of Request: 09/24/2019

City Attorney Branch/Section: Gangs/GUNS/GVRO

Outside Title/Position: Travel Agent

Outside Employer Name and Address:

Number of hours per week: 0-10

Independent Agent

Outside Work Schedule days/times: N/A

According to need; not on

Type of Work: City time  
Travel Architecture

Phone Number: [REDACTED]

Start and End Date: 10/1/19 - 9/30/20

### ALL OUTSIDE EMPLOYMENT MUST BE RENEWED ON AN ANNUAL BASIS

#### Factors to Consider

Note: If any of factors 1 through 5 apply, the Ethics Ordinance requires that the request be denied.

Yes      No

1. Whether the payment or the services (paid or unpaid) to be provided creates the appearance of or involves actual use of employment or the time, facilities, equipment or supplies of the employee's agency, for private gain;

2. Whether the payment, services for which payment would be received, or unpaid services involves the acceptance by the employee of any money or other consideration from anyone other than his or her agency for the performance of an act which the employee, if not performing such act for the outside source of income, would be required or expected to render in the regular course or of his or her duties as a City employee;

3. Whether the City employee is in a position to make, to participate in making, or to influence a potential governmental decision that could foreseeably have a material financial effect on the source of income;

4. Whether the payment or services for which the payment would be received involves the performance of any act in other than an employee capacity which may later be subject to the control, inspection, review, audit or enforcement of any other employee of his or her agency;

5. Whether the services involve such time demands that would render the employee's performance of his or her City duties less efficient.

6. Whether the outside services might result in conflicts between the City and an outside client that will hinder the employee's services to the City.

7. Will you receive any remuneration for your employment? If so, list the approximate amount:

\$0 - \$3,000 - \$6,000 annually

APPROVED BY:

J. D.  
Supervisor

Date: 8/24/19

M. M. Webster  
Branch Chief

Date: 9/26/2019

Chief of Staff

VMC

Date: 10/11/19

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JAN 08 2019

HUMAN RESOURCES

1/8

**OFFICE OF THE CITY ATTORNEY  
OUTSIDE EMPLOYMENT APPROVAL FORM**

ATTORNEY

Name: Blithe BockCity Attorney Branch/Section: Civil Appellate

Outside Employer Name and Address:

University of WLA - SFV Campus  
9201 Oakdale Ave, Chatsworth  
Adjunct Prof. 91311  
Legal Writing

Type of Work: Adjunct Prof. 91311  
Legal WritingDate of Request: 01/02/18Outside Title/Position: Adjunct ProfNumber of hours per week: 6Outside Work Schedule days/times: Tues 6<sup>30</sup>-9<sup>30</sup>Phone Number: (800) 622-0000Start and End Date: 01/08/19 - 04/22/19**ALL OUTSIDE EMPLOYMENT MUST BE RENEWED ON AN ANNUAL BASIS****Factors to Consider**

Note: If any of factors 1 through 5 apply, the Ethics Ordinance requires that the request be denied.

	Yes	No
1. Whether the payment or the services (paid or unpaid) to be provided creates the appearance of or involves actual use of public office or employment or the time, facilities, equipment or supplies of the official's agency, for private gain;	<input type="checkbox"/>	<input checked="" type="checkbox"/>
2. Whether the payment, services for which payment would be received, or unpaid services involves the acceptance by the official of any money or other consideration from anyone other than his or her agency for the performance of an act which the official, if not performing such act for the outside source of income, would be required or expected to render in the regular course or of his or her duties as a City official;	<input type="checkbox"/>	<input checked="" type="checkbox"/>
3. Whether the City official is in a position to make, to participate in making, or to influence a potential governmental decision that could foreseeably have a material financial effect on the source of income;	<input type="checkbox"/>	<input checked="" type="checkbox"/>
4. Whether the payment or services for which the payment would be received involves the performance of any act in other than an official capacity which may later be subject to the control, inspection, review, audit or enforcement of any other official of his or her agency;	<input type="checkbox"/>	<input checked="" type="checkbox"/>
5. Whether the services involve such time demands that would render the official's performance of his or her official duties less efficient.	<input type="checkbox"/>	<input checked="" type="checkbox"/>
6. Whether the outside services might result in conflicts between the City and an outside client that will hinder the official's services to the City.	<input type="checkbox"/>	<input checked="" type="checkbox"/>
7. Are any issues of municipal law involved? If so, describe: _____	<input type="checkbox"/>	<input checked="" type="checkbox"/>

8. Are you representing a person or entities in a proceeding where you will be taking a position adverse to another municipality? If so, describe: \_\_\_\_\_

<input type="checkbox"/>	<input checked="" type="checkbox"/>
--------------------------	-------------------------------------

9. Will you receive any remuneration for your employment? If so, list the approximate amount: \$3,174.80

<input checked="" type="checkbox"/>	<input type="checkbox"/>
-------------------------------------	--------------------------

APPROVED BY:

J. BockDate: 1-2-19Date: 1-2-19

Supervisor

Sgt. J. BockDate: 1/5/19

Branch Chief

Chief of Staff

Sgt. J. BockDate: 1/5/19

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1/1

**OFFICE OF THE CITY ATTORNEY  
OUTSIDE EMPLOYMENT APPROVAL FORM  
ATTORNEY**

Name: Blithe Bock

City Attorney Branch/Section: Civil Appellate

Outside Employer Name and Address:

University of West LA  
9201 Oakdale, Chatsworth

Type of Work: Adj. Prof-Advanced Legal Writing.

Date of Request: 04/09/19

Outside Title/Position: Adjunct Prof.

Number of hours per week: 3-6

Outside Work Schedule days/times: Tues 6-9p. 30-90

Phone Number: \_\_\_\_\_

Start and End Date: 04/20/19 - 09/28/20  
21 (Wk)

**ALL OUTSIDE EMPLOYMENT MUST BE RENEWED ON AN ANNUAL BASIS**

**Factors to Consider**

Note: If any of factors 1 through 5 apply, the Ethics Ordinance requires that the request be denied.

Yes      No

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3. Whether the City official is in a position to make, to participate in making, or to influence a potential governmental decision that could foreseeably have a material financial effect on the source of income;

4. Whether the payment or services for which the payment would be received involves the performance of any act in other than an official capacity which may later be subject to the control, inspection, review, audit or enforcement of any other official of his or her agency;

5. Whether the services involve such time demands that would render the official's performance of his or her official duties less efficient.

6. Whether the outside services might result in conflicts between the City and an outside client that will hinder the official's services to the City.

7. Are any issues of municipal law involved? If so, describe: No

8. Are you representing a person or entities in a proceeding where you will be taking a position adverse to another municipality? If so, describe:

9. Will you receive any remuneration for your employment? If so, list the approximate amount: \$3,124.80

**APPROVED BY:**

Supervisor

Chief of Staff

Date: 4/10/19 Kathleen Kennedy Date: 4-9-19

Branch Chief

Date: 4/10/19

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1/19

**OFFICE OF THE CITY ATTORNEY  
OUTSIDE EMPLOYMENT APPROVAL FORM**

ATTORNEY

Name: Blithe Bock

City Attorney Branch/Section: Civil Appellate

Outside Employer Name and Address:

University of West LA  
9201 Oakdale, Chatsworth.

Type of Work: Adj. Prof - Advanced Legal Writing.

Date of Request: 04/09/19

Outside Title/Position: Adjunct Prof.

Number of hours per week: 3-6

Outside Work Schedule days/times: Tues 6-9<sup>30</sup>

Phone Number: \_\_\_\_\_

Start and End Date: 07/22/19 - 09/28/20  
21 (Wk)

**ALL OUTSIDE EMPLOYMENT MUST BE RENEWED ON AN ANNUAL BASIS**

**Factors to Consider**

Note: If any of factors 1 through 5 apply, the Ethics Ordinance requires that the request be denied.

Yes      No

1. Whether the payment or the services (paid or unpaid) to be provided creates the appearance of or involves actual use of public office or employment or the time, facilities, equipment or supplies of the official's agency, for private gain;
2. Whether the payment, services for which payment would be received, or unpaid services involves the acceptance by the official of any money or other consideration from anyone other than his or her agency for the performance of an act which the official, if not performing such act for the outside source of income, would be required or expected to render in the regular course or of his or her duties as a City official;
3. Whether the City official is in a position to make, to participate in making, or to influence a potential governmental decision that could foreseeably have a material financial effect on the source of income;
4. Whether the payment or services for which the payment would be received involves the performance of any act in other than an official capacity which may later be subject to the control, inspection, review, audit or enforcement of any other official of his or her agency;
5. Whether the services involve such time demands that would render the official's performance of his or her official duties less efficient.
6. Whether the outside services might result in conflicts between the City and an outside client that will hinder the official's services to the City.
7. Are any issues of municipal law involved? If so, describe: No

8. Are you representing a person or entities in a proceeding where you will be taking a position adverse to another municipality? If so, describe: \_\_\_\_\_

9. Will you receive any remuneration for your employment? If so, list the approximate amount: \$3,124<sup>80</sup>

APPROVED BY:

James P. Clark  
Supervisor  
WA

Date: 4/10/19 Kathleen Vensel Date: 4-9-19

Branch Chief

Date: 4/10/19

Chief of Staff

\*If the employment is with a "restricted source," you must also obtain approval from the Ethics Commission. LAMC § 49.5.7.C.2. This includes anyone who does or seeks to do business with the City Attorney, anyone who has attempted to influence you in a legislative or administrative action which would have a direct material financial effect on that person, a lobbyist or lobbying firm that seeks to influence decisions of the City Attorney, and a person who is a party to a proceeding involving a license, permit or other entitlement for use pending before you.

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MAY 09 2019

**OFFICE OF THE CITY ATTORNEY  
OUTSIDE EMPLOYMENT APPROVAL FORM  
ATTORNEY**

**HUMAN RESOURCES**

Name: Estelle BRAAF

Date of Request: 4/29/19

City Attorney Branch/Section: Harbor

Outside Title/Position: Adjunct professor  
Business Law

Outside Employer Name and address:

Number of hours per week: approximately 4 hrs/wk  
IF ICASS.

Pepperdine University  
Braziadio School of Business

Outside Work Schedule days/times: as needed,  
working Summer 2019 Tues evening 6pm-7pm

Type of Work: Adjunct professor business law

Phone Number: Summer trimester  
Start and End Date: 4/30 / 7/30 2019

**ALL OUTSIDE EMPLOYMENT MUST BE RENEWED ON AN ANNUAL BASIS**

**Factors to Consider**

Note: If any of factors 1 through 5 apply, the Ethics Ordinance requires that the request be denied.

Yes      No

1. Whether the payment or the services (paid or unpaid) to be provided creates the appearance of or involves actual use of public office or employment or the time, facilities, equipment or supplies of the official's agency, for private gain;

2. Whether the payment, services for which the payment would be received, or unpaid services involves the acceptance by the official of any money or other consideration from anyone other than his or her agency for the performance of an act which the official, if not performing such act for the outside source of income, would be required or expected to render in the regular course of his or her duties as a City official;

3. Whether the City official is in a position to make, to participate in making, or to influence a potential governmental decision that could foreseeably have a material financial effect on the source of income;

4. Whether the payment or services for which the payment would be received involves the performance of any act in other than an official capacity which may later be subject to the control, inspection, review, audit or enforcement of any other official of his or her agency;

5. Whether the services involve such time demands that would render the official's performance of his or her official duties less efficient.

6. Whether the outside services might result in conflicts between the City and an outside client that will hinder the official's services to the City.

7. Are any issues of municipal law involved? If so, describe: \_\_\_\_\_

8. Are you representing a person or entity in a proceeding where you will be taking a position adverse to another municipality? If so, describe: \_\_\_\_\_

9. Will you receive any remuneration for your employment? If so, list the approximate amount:

approximately \$8,000 per class

Please be advised that any and all current authorization for outside employment that may be in effect during the time an employee is on FMLA or Personal Medical Leave will be suspended through the duration of the leave.

APPROVED BY:

Supervisor

LAMC

Chief of Staff

Date: May 8, 2019

Branch Chief

Date: 5/8/19

Date: 5/8/19

\*If the employment is with a "restricted source," you must also obtain approval from the Ethics Commission. LAMC §49.5.7.C.2. This includes anyone who does or seeks to do business with the City Attorney, anyone who has attempted to influence you in a legislative or administrative action which would have a direct material financial effect on that person, a lobbyist or lobbying firm, that seeks to influence decisions of the City Attorney, and a person who is a party to a proceeding involving a license, permit or other entitlement for use pending before you.

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JAN 30 2019

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**OFFICE OF THE CITY ATTORNEY  
OUTSIDE EMPLOYMENT APPROVAL FORM  
ATTORNEY**

**HUMAN RESOURCES**Name: JOSEPH BRAJEVICHDate of Request: 1-10-19City Attorney Branch/Section: WATER & POWER DIV.Outside Title/Position: BOARD OF DIRECTORS

Outside Employer Name and Address:

Number of hours per week: 5 +/-Boys & Girls Club of L.A. HarborOutside Work Schedule days/times: EARLY MORNING & EVENINGS WEEKEND1200 S. CARRILLO ST, SAN PEDRO CAPhone Number: [REDACTED]Type of Work: YOUTH SERVICE ORGANIZATION Start and End Date: 1-1-19 / 12-31-19**ALL OUTSIDE EMPLOYMENT MUST BE RENEWED ON AN ANNUAL BASIS****Factors to Consider**

Note: If any of factors 1 through 5 apply, the Ethics Ordinance requires that the request be denied.

Yes      No

1. Whether the payment or the services (paid or unpaid) to be provided creates the appearance of or involves actual use of public office or employment or the time, facilities, equipment or supplies of the official's agency, for private gain;  2. Whether the payment, services for which payment would be received, or unpaid services involves the acceptance by the official of any money or other consideration from anyone other than his or her agency for the performance of an act which the official, if not performing such act for the outside source of income, would be required or expected to render in the regular course or of his or her duties as a City official;  3. Whether the City official is in a position to make, to participate in making, or to influence a potential governmental decision that could foreseeably have a material financial effect on the source of income;  4. Whether the payment or services for which the payment would be received involves the performance of any act in other than an official capacity which may later be subject to the control, inspection, review, audit or enforcement of any other official of his or her agency;  5. Whether the services involve such time demands that would render the official's performance of his or her official duties less efficient.  6. Whether the outside services might result in conflicts between the City and an outside client that will hinder the official's services to the City.  7. Are any issues of municipal law involved? If so, describe: \_\_\_\_\_  8. Are you representing a person or entities in a proceeding where you will be taking a position adverse to another municipality? If so, describe: \_\_\_\_\_  9. Will you receive any remuneration for your employment? If so, list the approximate amount: \_\_\_\_\_  **APPROVED BY:**

Date: \_\_\_\_\_ Date: \_\_\_\_\_

Supervisor  
JKDate: 1/23/19

Branch Chief

Chief of Staff

\*If the employment is with a "restricted source," you must also obtain approval from the Ethics Commission. LAMC § 49.5.7.C.2. This includes anyone who does or seeks to do business with the City Attorney, anyone who has attempted to influence you in a legislative or administrative action which would have a direct material financial effect on that person, a lobbyist or lobbying firm that seeks to influence decisions of the City Attorney, and a person who is a party to a proceeding involving a license, permit or other entitlement for use pending before you.

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JAN 30 2019

**OFFICE OF THE CITY ATTORNEY  
OUTSIDE EMPLOYMENT APPROVAL FORM  
ATTORNEY**

**HUMAN RESOURCES**Name: JOSEPH BRAJEVICHDate of Request: 1-10-19City Attorney Branch/Section: WATER & POWER DIV.Outside Title/Position: Advisory Board

Outside Employer Name and Address:

Number of hours per week: minimal (50 per year)REPUBLIC OF CROATIA, OFFICE FOR  
CROATIANS LIVING ABROADOutside Work Schedule days/times: WEEKENDS / VACATIONType of Work: CULTURAL ORGANIZATION  
ADVISORY BOARDPhone Number: XXXXXXXXXXStart and End Date: 1-1-19 / 12-31-19**ALL OUTSIDE EMPLOYMENT MUST BE RENEWED ON AN ANNUAL BASIS****Factors to Consider**

Note: If any of factors 1 through 5 apply, the Ethics Ordinance requires that the request be denied.

	Yes	No
1. Whether the payment or the services (paid or unpaid) to be provided creates the appearance of or involves actual use of public office or employment or the time, facilities, equipment or supplies of the official's agency, for private gain;	<input type="checkbox"/>	<input checked="" type="checkbox"/>
2. Whether the payment, services for which payment would be received, or unpaid services involves the acceptance by the official of any money or other consideration from anyone other than his or her agency for the performance of an act which the official, if not performing such act for the outside source of income, would be required or expected to render in the regular course or of his or her duties as a City official;	<input type="checkbox"/>	<input checked="" type="checkbox"/>
3. Whether the City official is in a position to make, to participate in making, or to influence a potential governmental decision that could foreseeably have a material financial effect on the source of income;	<input type="checkbox"/>	<input checked="" type="checkbox"/>
4. Whether the payment or services for which the payment would be received involves the performance of any act in other than an official capacity which may later be subject to the control, inspection, review, audit or enforcement of any other official of his or her agency;	<input type="checkbox"/>	<input checked="" type="checkbox"/>
5. Whether the services involve such time demands that would render the official's performance of his or her official duties less efficient.	<input type="checkbox"/>	<input checked="" type="checkbox"/>
6. Whether the outside services might result in conflicts between the City and an outside client that will hinder the official's services to the City.	<input type="checkbox"/>	<input checked="" type="checkbox"/>
7. Are any issues of municipal law involved? If so, describe: _____	<input type="checkbox"/>	<input checked="" type="checkbox"/>
8. Are you representing a person or entities in a proceeding where you will be taking a position adverse to another municipality? If so, describe: _____	<input type="checkbox"/>	<input checked="" type="checkbox"/>
9. Will you receive any remuneration for your employment? If so, list the approximate amount: _____	<input type="checkbox"/>	<input checked="" type="checkbox"/>

**APPROVED BY:**

Supervisor <u>JMC</u>	Date: <u>1/23/19</u>	Branch Chief
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Chief of Staff

\*If the employment is with a "restricted source," you must also obtain approval from the Ethics Commission. LAMC § 49.5.7.C.2. This includes anyone who does or seeks to do business with the City Attorney, anyone who has attempted to influence you in a legislative or administrative action which would have a direct material financial effect on that person, a lobbyist or lobbying firm that seeks to influence decisions of the City Attorney, and a person who is a party to a proceeding involving a license, permit or other entitlement for use pending before you.

14

**OFFICE OF THE CITY ATTORNEY**  
**OUTSIDE EMPLOYMENT APPROVAL FORM**  
**ATTORNEY**

Name: CORY BRENT  
PLU

City Attorney Branch/Section:

Date of Request: 3-27-19

Outside Title/Position: SPEAKER

Outside Employer Name and address:

Number of hours per week: N/A

DEPUTY SHERIFFS' ASSOC. of ALAMEDA CO.  
6689 OWENS DR., PLEASANTON, CA

Outside Work Schedule days/times: N/A

Type of Work: SPEAKER

Phone Number: [REDACTED]

Start and End Date: 5-14-19, 5-14-19

(ONE DAY)

**ALL OUTSIDE EMPLOYMENT MUST BE RENEWED ON AN ANNUAL BASIS**

**Factors to Consider**

Note: If any of factors 1 through 5 apply, the Ethics Ordinance requires that the request be denied.

Yes      No

1. Whether the payment or the services (paid or unpaid) to be provided creates the appearance of or involves actual use of public office or employment or the time, facilities, equipment or supplies of the official's agency, for private gain;

2. Whether the payment, services for which the payment would be received, or unpaid services involves the acceptance by the official of any money or other consideration from anyone other than his or her agency for the performance of an act which the official, if not performing such act for the outside source of income, would be required or expected to render in the regular course of his or her duties as a City official;

3. Whether the City official is in a position to make, to participate in making, or to influence a potential governmental decision that could foreseeably have a material financial effect on the source of income;

4. Whether the payment or services for which the payment would be received involves the performance of any act in other than an official capacity which may later be subject to the control, inspection, review, audit or enforcement of any other official of his or her agency;

5. Whether the services involve such time demands that would render the official's performance of his or her official duties less efficient.

6. Whether the outside services might result in conflicts between the City and an outside client that will hinder the official's services to the City.

7. Are any issues of municipal law involved? If so, describe: N/A

8. Are you representing a person or entity in a proceeding where you will be taking a position adverse to another municipality? If so, describe: N/A

9. Will you receive any remuneration for your employment? If so, list the approximate amount:

REIMBURSEMENT FOR TRAVEL RELATED EXPENSES ONLY

Please be advised that any and all current authorization for outside employment that may be in effect during the time an employee is on FMLA or Personal Medical Leave will be suspended through the duration of the leave.

APPROVED BY:

Kathleen G. Knapp

Date: 3-27-19

Kathleen G. Knapp

Date: 3-27-19

Supervisor

VAL

Branch Chief

Date: 4-2-19

Chief of Staff

\*If the employment is with a "restricted source," you must also obtain approval from the Ethics Commission. LAMC §49.5.7.C.2. This includes anyone who does or seeks to do business with the City Attorney, anyone who has attempted to influence you in a legislative or administrative action which would have a direct material financial effect on that person, a lobbyist or lobbying firm, that seeks to influence decisions of the City Attorney, and a person who is a party to a proceeding involving a license, permit or other entitlement for use pending before you.

*Vige*  
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MAY 06 2019

HUMAN RESOURCES

OFFICE OF THE CITY ATTORNEY  
OUTSIDE EMPLOYMENT APPROVAL FORM  
ATTORNEY

Name: Quin Calvin

City Attorney Branch/Section: DWP- Workers' Comp.

Outside Employer Name and Address:

Self Employed Independent Contractor  
Realty Masters & Associates- 17512 E. 17th St.,  
Tustin, CA 92780

Type of Work: Real Estate

Date of Request: 5/11/2019

Outside Title/Position: Realtor

Number of hours per week: Not to exceed 8hrs

Outside Work Schedule days/times: Primarily weekends  
not to exceed 8hrs during the week.

Phone Number: [REDACTED]

Start and End Date: 5/19/19 / 5/19/20

ALL OUTSIDE EMPLOYMENT MUST BE RENEWED ON AN ANNUAL BASIS

**Factors to Consider**

Note: If any of factors 1 through 5 apply, the Ethics Ordinance requires that the request be denied.

	Yes	No
1. Whether the payment or the services (paid or unpaid) to be provided creates the appearance of or involves actual use of public office or employment or the time, facilities, equipment or supplies of the official's agency, for private gain;	<input type="checkbox"/>	<input checked="" type="checkbox"/>
2. Whether the payment, services for which payment would be received, or unpaid services involves the acceptance by the official of any money or other consideration from anyone other than his or her agency for the performance of an act which the official, if not performing such act for the outside source of income, would be required or expected to render in the regular course or of his or her duties as a City official;	<input type="checkbox"/>	<input checked="" type="checkbox"/>
3. Whether the City official is in a position to make, to participate in making, or to influence a potential governmental decision that could foreseeably have a material financial effect on the source of income;	<input type="checkbox"/>	<input checked="" type="checkbox"/>
4. Whether the payment or services for which the payment would be received involves the performance of any act in other than an official capacity which may later be subject to the control, inspection, review, audit or enforcement of any other official of his or her agency;	<input type="checkbox"/>	<input checked="" type="checkbox"/>
5. Whether the services involve such time demands that would render the official's performance of his or her official duties less efficient.	<input type="checkbox"/>	<input checked="" type="checkbox"/>
6. Whether the outside services might result in conflicts between the City and an outside client that will hinder the official's services to the City.	<input type="checkbox"/>	<input checked="" type="checkbox"/>
7. Are any issues of municipal law involved? If so, describe: _____	<input type="checkbox"/>	<input checked="" type="checkbox"/>
8. Are you representing a person or entities in a proceeding where you will be taking a position adverse to another municipality? If so, describe: _____	<input type="checkbox"/>	<input checked="" type="checkbox"/>

9. Will you receive any remuneration for your employment? If so, list the approximate amount:

Commission Various amounts

APPROVED BY:

Laymanus  
Supervisor  
MLC

Date: 5/1/19  
Date: 5/7/19

BB  
Branch Chief

Date: 5/1/19

Chief of Staff

\*If the employment is with a "restricted source," you must also obtain approval from the Ethics Commission. LAMC § 49.5.7.C.2.  
This includes anyone who does or seeks to do business with the City Attorney, anyone who has attempted to influence you in a legislative or administrative action which would have a direct material financial effect on that person, a lobbyist or lobbying firm that seeks to influence decisions of the City Attorney, and a person who is a party to a proceeding involving a license, permit or other entitlement for use pending before you.

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OCT 18 2019  
HUMAN RESOURCES

**OFFICE OF THE CITY ATTORNEY  
OUTSIDE EMPLOYMENT APPROVAL FORM  
SUPPORT STAFF**

Name: Nicole Garcel

Date of Request: 10/17/2019

City Attorney Branch/Section: Executive

Outside Title/Position: Board Member

Outside Employer Name and Address:

Los Angeles, CA 90039,  
LACER After School Program

Number of hours per week: month 2 hrs

Type of Work: Volunteer

Outside Work Schedule days/times: N/A

Phone Number: [REDACTED]

Start and End Date: 10/1/19 - 9/30/20

**ALL OUTSIDE EMPLOYMENT MUST BE RENEWED ON AN ANNUAL BASIS**

**Factors to Consider**

Note: If any of factors 1 through 5 apply, the Ethics Ordinance requires that the request be denied.

	Yes	No
1. Whether the payment or the services (paid or unpaid) to be provided creates the appearance of or involves actual use of employment or the time, facilities, equipment or supplies of the employee's agency, for private gain;	<input type="checkbox"/>	<input checked="" type="checkbox"/>
2. Whether the payment, services for which payment would be received, or unpaid services involves the acceptance by the employee of any money or other consideration from anyone other than his or her agency for the performance of an act which the employee, if not performing such act for the outside source of income, would be required or expected to render in the regular course or of his or her duties as a City employee;	<input type="checkbox"/>	<input checked="" type="checkbox"/>
3. Whether the City employee is in a position to make, to participate in making, or to influence a potential governmental decision that could foreseeably have a material financial effect on the source of income;	<input type="checkbox"/>	<input checked="" type="checkbox"/>
4. Whether the payment or services for which the payment would be received involves the performance of any act in other than an employee capacity which may later be subject to the control, inspection, review, audit or enforcement of any other employee of his or her agency;	<input type="checkbox"/>	<input checked="" type="checkbox"/>
5. Whether the services involve such time demands that would render the employee's performance of his or her City duties less efficient.	<input type="checkbox"/>	<input checked="" type="checkbox"/>
6. Whether the outside services might result in conflicts between the City and an outside client that will hinder the employee's services to the City.	<input type="checkbox"/>	<input checked="" type="checkbox"/>
7. Will you receive any remuneration for your employment? If so, list the approximate amount:	<input type="checkbox"/>	<input checked="" type="checkbox"/>

**APPROVED BY:**

Hech Kaps Date: 10/18/19 Date: \_\_\_\_\_  
Supervisor Branch Chief  
LAW Date: 10/18/19  
Chief of Staff

\*If the employment is with a "restricted source," you must also obtain approval from the Ethics Commission. LAMC §49.5.7.C.2. This includes anyone who does or seeks to do business with the City Attorney, anyone who has attempted to influence you in a legislative or administrative action which would have a direct material financial effect on that person, a lobbyist or lobbying firm that seeks to influence decisions of the City Attorney, and a person who is party to a proceeding involving a license, permit or other entitlement for use pending before you.

*WJ*

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APR 29 2019

HUMAN RESOURCES

**OFFICE OF THE CITY ATTORNEY  
OUTSIDE EMPLOYMENT APPROVAL FORM**

ATTORNEY

Name: NANCY CHEANDate of Request: 04/25/2019City Attorney Branch/Section: PAYROLL & SPECIAL FUNDSOutside Title/Position: CAREGIVER

Outside Employer Name and Address:

Number of hours per week: 20 HRSDEPT OF PUBLIC SOCIAL SRV (IHSS)  
3400 AEROJECT AVE., EL MONTE 91731Outside Work Schedule days/times: FRI NIGHTS &Type of Work: ASSIST ELDER (MY DAD)Phone Number: WEEKENDSStart and End Date: 4/2019 / 4/2020**ALL OUTSIDE EMPLOYMENT MUST BE RENEWED ON AN ANNUAL BASIS****Factors to Consider**

Note: If any of factors 1 through 5 apply, the Ethics Ordinance requires that the request be denied.

	Yes	No
1. Whether the payment or the services (paid or unpaid) to be provided creates the appearance of or involves actual use of public office or employment or the time, facilities, equipment or supplies of the official's agency, for private gain;	<input type="checkbox"/>	<input checked="" type="checkbox"/>
2. Whether the payment, services for which payment would be received, or unpaid services involves the acceptance by the official of any money or other consideration from anyone other than his or her agency for the performance of an act which the official, if not performing such act for the outside source of income, would be required or expected to render in the regular course or of his or her duties as a City official;	<input type="checkbox"/>	<input checked="" type="checkbox"/>
3. Whether the City official is in a position to make, to participate in making, or to influence a potential governmental decision that could foreseeably have a material financial effect on the source of income;	<input type="checkbox"/>	<input checked="" type="checkbox"/>
4. Whether the payment or services for which the payment would be received involves the performance of any act in other than an official capacity which may later be subject to the control, inspection, review, audit or enforcement of any other official of his or her agency;	<input type="checkbox"/>	<input checked="" type="checkbox"/>
5. Whether the services involve such time demands that would render the official's performance of his or her official duties less efficient.	<input type="checkbox"/>	<input checked="" type="checkbox"/>
6. Whether the outside services might result in conflicts between the City and an outside client that will hinder the official's services to the City.	<input type="checkbox"/>	<input checked="" type="checkbox"/>

7. Are any issues of municipal law involved? If so, describe: \_\_\_\_\_

<input type="checkbox"/>	<input checked="" type="checkbox"/>

8. Are you representing a person or entities in a proceeding where you will be taking a position adverse to another municipality? If so, describe: \_\_\_\_\_

<input type="checkbox"/>	<input checked="" type="checkbox"/>
--------------------------	-------------------------------------

9. Will you receive any remuneration for your employment? If so, list the approximate amount:  
\$12.60/HR

<input checked="" type="checkbox"/>	<input type="checkbox"/>
-------------------------------------	--------------------------

**APPROVED BY:***Kelli Dorn*

Supervisor

Date: 4/25/19

Date: \_\_\_\_\_

*LAK*

Chief of Staff

Date: 4/29/19

Branch Chief

\*If the employment is with a "restricted source," you must also obtain approval from the Ethics Commission. LAMC § 49.5.7.C.2. This includes anyone who does or seeks to do business with the City Attorney, anyone who has attempted to influence you in a legislative or administrative action which would have a direct material financial effect on that person, a lobbyist or lobbying firm that seeks to influence decisions of the City Attorney, and a person who is a party to a proceeding involving a license, permit or other entitlement for use pending before you.

*1p*  
RECEIVED  
OCT 18 2019

HUMAN RESOURCES

OFFICE OF THE CITY ATTORNEY  
OUTSIDE EMPLOYMENT APPROVAL FORM  
SUPPORT STAFF

Name: Colon, Paz

Date of Request: 10-18-2019

City Attorney Branch/Section: Criminal Branch  
Central Trials

Outside Title/Position: Uber /Rideshare

Outside Employer Name and Address:

Uber Greenlight  
2102 N. Tustin Ave.  
Santa Ana, CA 92705

Number of hours per week: Up to 30 hrs  
(Flexible Hours) M-F 4:30pm-7:30pm

Outside Work Schedule days/times: SAT - 7am - 4pm  
SUN - 12pm - 8pm

Type of Work: Rideshare / Driver

Phone Number: Web Only / App Communications

Start and End Date: 10/11/19 - Indefinitely  
10/10/20 (m/f)

ALL OUTSIDE EMPLOYMENT MUST BE RENEWED ON AN ANNUAL BASIS

**Factors to Consider**

Note: If any of factors 1 through 5 apply, the Ethics Ordinance requires that the request be denied.

1. Whether the payment or the services (paid or unpaid) to be provided creates the appearance of or involves actual use of employment or the time, facilities, equipment or supplies of the employee's agency, for private gain;
2. Whether the payment, services for which payment would be received, or unpaid services involves the acceptance by the employee of any money or other consideration from anyone other than his or her agency for the performance of an act which the employee, if not performing such act for the outside source of income, would be required or expected to render in the regular course or of his or her duties as a City employee;
3. Whether the City employee is in a position to make, to participate in making, or to influence a potential governmental decision that could foreseeably have a material financial effect on the source of income;
4. Whether the payment or services for which the payment would be received involves the performance of any act in other than an employee capacity which may later be subject to the control, inspection, review, audit or enforcement of any other employee of his or her agency;
5. Whether the services involve such time demands that would render the employee's performance of his or her City duties less efficient.
6. Whether the outside services might result in conflicts between the City and an outside client that will hinder the employee's services to the City.
7. Will you receive any remuneration for your employment? If so, list the approximate amount:  
#300.00 - \$600.00 per week (based on how much or often I drive.)

Yes      No

APPROVED BY:

Linda Escobedo

Date: 10-18-19

Date: 10/18/19

Supervisor

*JG*  
Branch Chief

LAC

Date: 10-18-19

Chief of Staff

\*If the employment is with a "restricted source," you must also obtain approval from the Ethics Commission. LAMC §49.5.7.C.2. This includes anyone who does or seeks to do business with the City Attorney, anyone who has attempted to influence you in a legislative or administrative action which would have a direct material financial effect on that person, a lobbyist or lobbying firm that seeks to influence decisions of the City Attorney, and a person who is party to a proceeding involving a license, permit or other entitlement for use pending before you.

**OFFICE OF THE CITY ATTORNEY  
OUTSIDE EMPLOYMENT APPROVAL FORM**

ATTORNEY

Name: Susan S. Wong

Date of Request: 7/1/19

City Attorney Branch/Section: Criminal - Harbor

Outside Title/Position: LACBA Committee

Outside Employer Name and Address:

Number of hours per week: Varies

LACBA - 1055 W. 7<sup>th</sup> St., Suite 2700  
LA, CA 90017 - 2553

Outside Work Schedule days/times: Varies

Type of Work: Volunteer Organization

Phone Number: [REDACTED]

Start and End Date: 7/1/19 , 6/30/20

**ALL OUTSIDE EMPLOYMENT MUST BE RENEWED ON AN ANNUAL BASIS**

**Factors to Consider**

Note: If any of factors 1 through 5 apply, the Ethics Ordinance requires that the request be denied.

	Yes	No
1. Whether the payment or the services (paid or unpaid) to be provided creates the appearance of or involves actual use of public office or employment or the time, facilities, equipment or supplies of the official's agency, for private gain;	<input type="checkbox"/>	<input checked="" type="checkbox"/>
2. Whether the payment, services for which payment would be received, or unpaid services involves the acceptance by the official of any money or other consideration from anyone other than his or her agency for the performance of an act which the official, if not performing such act for the outside source of income, would be required or expected to render in the regular course of his or her duties as a City official;	<input type="checkbox"/>	<input checked="" type="checkbox"/>
3. Whether the City official is in a position to make, to participate in making, or to influence a potential governmental decision that could foreseeably have a material financial effect on the source of income;	<input type="checkbox"/>	<input checked="" type="checkbox"/>
4. Whether the payment or services for which the payment would be received involves the performance of any act in other than an official capacity which may later be subject to the control, inspection, review, audit or enforcement of any other official of his or her agency;	<input type="checkbox"/>	<input checked="" type="checkbox"/>
5. Whether the services involve such time demands that would render the official's performance of his or her official duties less efficient.	<input type="checkbox"/>	<input checked="" type="checkbox"/>
6. Whether the outside services might result in conflicts between the City and an outside client that will hinder the official's services to the City.	<input type="checkbox"/>	<input checked="" type="checkbox"/>
7. Are any issues of municipal law involved? If so, describe: _____	<input type="checkbox"/>	<input checked="" type="checkbox"/>

8. Are you representing a person or entities in a proceeding where you will be taking a position adverse to another municipality? If so, describe: \_\_\_\_\_

9. Will you receive any remuneration for your employment? If so, list the approximate amount: \_\_\_\_\_

**APPROVED BY:**

AMG/SLW

Date: 7/1/19

SLW/KL

Date: 7/2/19

Supervisor

CMK

Date: 7/3/19

Branch Chief

Chief of Staff

\*If the employment is with a "restricted source," you must also obtain approval from the Ethics Commission. LAMC § 49.5.7.C.2. This includes anyone who does or seeks to do business with the City Attorney, anyone who has attempted to influence you in a legislative or administrative action which would have a direct material financial effect on that person, a lobbyist or lobbying firm that seeks to influence decisions of the City Attorney, and a person who is a party to a proceeding involving a license, permit or other entitlement for use pending before you.



*mp*  
RECEIVED

DEC 17 2019

HUMAN RESOURCES

OFFICE OF THE CITY ATTORNEY  
OUTSIDE EMPLOYMENT APPROVAL FORM  
SUPPORT STAFF

Name: Zunelcia Onss

Date of Request: 12/2/19

City Attorney Branch/Section: Police Disciplinary

Outside Title/Position: driver

Outside Employer Name and Address:

Lyft - 662 Sante Fe Ave, LA CA 90211

Number of hours per week: Varies/maybe 5 hrs?

Type of Work: Lyft/Uber - driving

Outside Work Schedule days/times: Fri-Sun

Phone Number: [REDACTED]

Start and End Date: 12/2/19 - 12/31/20

ALL OUTSIDE EMPLOYMENT MUST BE RENEWED ON AN ANNUAL BASIS

**Factors to Consider**

Note: If any of factors 1 through 5 apply, the Ethics Ordinance requires that the request be denied.

1. Whether the payment or the services (paid or unpaid) to be provided creates the appearance of or involves actual use of employment or the time, facilities, equipment or supplies of the employee's agency, for private gain;
2. Whether the payment, services for which payment would be received, or unpaid services involves the acceptance by the employee of any money or other consideration from anyone other than his or her agency for the performance of an act which the employee, if not performing such act for the outside source of income, would be required or expected to render in the regular course or of his or her duties as a City employee;
3. Whether the City employee is in a position to make, to participate in making, or to influence a potential governmental decision that could foreseeably have a material financial effect on the source of income;
4. Whether the payment or services for which the payment would be received involves the performance of any act in other than an employee capacity which may later be subject to the control, inspection, review, audit or enforcement of any other employee of his or her agency;
5. Whether the services involve such time demands that would render the employee's performance of his or her City duties less efficient;
6. Whether the outside services might result in conflicts between the City and an outside client that will hinder the employee's services to the City;
7. Will you receive any remuneration for your employment? If so, list the approximate amount:  
I can't answer this question, It depends how often I choose to drive. This is optional for when I need extra money.

APPROVED BY:

*PLK*

Supervisor

Date: 12/10/19

*O*

Date: 12/13/19

Date: 12/16/19

Chief of Staff

*LAK*

*Only approved for outside Monday through Friday Normal work hours*

\*If the employment is with a "restricted source," you must also obtain approval from the Ethics Commission. LAMC §49.5.7.C.2. This includes anyone who does or seeks to do business with the City Attorney, anyone who has attempted to influence you in a legislative or administrative action which would have a direct material financial effect on that person, a lobbyist or lobbying firm that seeks to influence decisions of the City Attorney, and a person who is party to a proceeding involving a license, permit or other entitlement for use pending before you.

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JAN 30 2019

**OFFICE OF THE CITY ATTORNEY  
OUTSIDE EMPLOYMENT APPROVAL FORM HUMAN RESOURCES**

Name: Jonathan Cristau

ATTORNEY

City Attorney Branch/Section: SUPERVISOR - CNAIDate of Request: 12/24/18Outside Title/Position: Attorney / SpeakerNumber of hours per week: 0-2 → only on my personal timeOutside Work Schedule days/times: TBDPhone Number: (None)Start and End Date: 11/12/18, 11/12/19

**ALL OUTSIDE EMPLOYMENT MUST BE RENEWED ON AN ANNUAL BASIS**

**Factors to Consider**

**Note: If any of factors 1 through 5 apply, the Ethics Ordinance requires that the request be denied.**

1. Whether the payment or the services (paid or unpaid) to be provided creates the appearance of or involves actual use of public office or employment or the time, facilities, equipment or supplies of the official's agency, for private gain;
2. Whether the payment, services for which payment would be received, or unpaid services involves the acceptance by the official of any money or other consideration from anyone other than his or her agency for the performance of an act which the official, if not performing such act for the outside source of income, would be required or expected to render in the regular course or of his or her duties as a City official;
3. Whether the City official is in a position to make, to participate in making, or to influence a potential governmental decision that could foreseeably have a material financial effect on the source of income;
4. Whether the payment or services for which the payment would be received involves the performance of any act in other than an official capacity which may later be subject to the control, inspection, review, audit or enforcement of any other official of his or her agency;
5. Whether the services involve such time demands that would render the official's performance of his or her official duties less efficient;
6. Whether the outside services might result in conflicts between the City and an outside client that will hinder the official's services to the City;
7. Are any issues of municipal law involved? If so, describe: \_\_\_\_\_
8. Are you representing a person or entities in a proceeding where you will be taking a position adverse to another municipality? If so, describe: \_\_\_\_\_

9. Will you receive any remuneration for your employment? If so, list the approximate amount:

APPROVED BY:

ADVANCE

Supervisor

Chief of Staff

Date: 1/8/2019Date: 1/22/19

Branch Chief

Date: 1/8/2019

\*If the employment is with a "restricted source," you must also obtain approval from the Ethics Commission. LAMC § 49.5.7.C.2. This includes anyone who does or seeks to do business with the City Attorney, anyone who has attempted to influence you in a legislative or administrative action which would have a direct material financial effect on that person, a lobbyist or lobbying firm that seeks to influence decisions of the City Attorney, and a person who is a party to a proceeding involving a license, permit or other entitlement for use pending before you.

RECEIVED ✓  
JAN 30 2019

HUMAN RESOURCES

OFFICE OF THE CITY ATTORNEY  
OUTSIDE EMPLOYMENT APPROVAL FORM  
SUPPORT STAFF

Name: C. M. O. CRUZ

Date of Request: 1/16/19

City Attorney Branch/Section: Criminal / CJI

Outside Title/Position: Commissioner

Outside Employer Name and Address:

L.A. COUNTY SHERIFF

Hall of Justice

211 W. TEMPLE STREET

L.A., CA 90012

Number of hours per week: N/A

Outside Work Schedule days/times: FOURTH FRIDAY of  
EVERY MONTH

10 A.M. to Noon

Phone Number: \_\_\_\_\_

Type of Work: INMATE Welfare Commission Start and End Date: 1/25/19 - ONGOING

1/24/20 (last)

ALL OUTSIDE EMPLOYMENT MUST BE RENEWED ON AN ANNUAL BASIS

**Factors to Consider**

Note: If any of factors 1 through 5 apply, the Ethics Ordinance requires that the request be denied.

1. Whether the payment or the services (paid or unpaid) to be provided creates the appearance of or involves actual use of employment or the time, facilities, equipment or supplies of the employee's agency, for private gain;
2. Whether the payment, services for which payment would be received, or unpaid services involves the acceptance by the employee of any money or other consideration from anyone other than his or her agency for the performance of an act which the employee, if not performing such act for the outside source of income, would be required or expected to render in the regular course or of his or her duties as a City employee;
3. Whether the City employee is in a position to make, to participate in making, or to influence a potential governmental decision that could foreseeably have a material financial effect on the source of income;
4. Whether the payment or services for which the payment would be received involves the performance of any act in other than an employee capacity which may later be subject to the control, inspection, review, audit or enforcement of any other employee of his or her agency;
5. Whether the services involve such time demands that would render the employee's performance of his or her City duties less efficient.
6. Whether the outside services might result in conflicts between the City and an outside client that will hinder the employee's services to the City.

\* 7. Will you receive any remuneration for your employment? If so, list the approximate amount:

APPROVED BY:

M. Kotchen

Supervisor

Date: 1/23/2019

Branch Chief

Date: 1/23/2019

MLC

Chief of Staff

Date: 1/26/18

These meetings  
Yes No will NOT  
  Conflict  
  with  
  Regular  
  work hours  
here at LACA  
office. In  
  Order to  
Accommodate  
  these  
meetings as I  
  not miss  
  work, I  
  will flex  
  Any hours  
appropriately.

\*If the employment is with a "restricted source," you must also obtain approval from the Ethics Commission. LAMC §49.5.7.C.2. This includes anyone who does or seeks to do business with the City Attorney, anyone who has attempted to influence you in a legislative or administrative action which would have a direct material financial effect on that person, a lobbyist or lobbying firm that seeks to influence decisions of the City Attorney, and a person who is party to a proceeding involving a license, permit or other entitlement for use pending before you.

\* This is a voluntary Non-paid Commissionership.

## **Los Angeles County Inmate Welfare Commission Bylaws**

The following rules of procedures for the Los Angeles County Sheriff's Department Inmate Welfare Commission were drafted and approved by the Los Angeles County Sheriff to facilitate the performance of the Inmate Welfare Commission of its duties as outlined in California Penal Code.

### **Section 1: Commissioners**

**Selection and Tenure** –The Sheriff of Los Angeles County shall appoint Inmate Welfare Commission members. Appointed Commissioners shall serve at the will of the Sheriff during his/her term, unless a Commissioner chooses to step-down.

- A. Chairperson** – The Chairperson shall be appointed by the Sheriff of Los Angeles County. The Chairperson's term will be limited to three years, unless the Chairperson chooses to step-down. The first three year term will be effective September 25, 2015.
- B. Vice Chairperson** –The Vice Chairperson shall be appointed by the Chairperson with the Commission's approval. The Vice Chairperson's term will be limited to three years, unless the Vice Chairperson chooses to step down. The Vice Chairperson shall assume the duties of the Chairperson upon the Chairperson's absence, as well as at the end of the Chairperson's three year term.
- C. Commissioner Emeritus** – The Sheriff directed the position remain.
- D. Secretary** – The Director/Captain of Inmate Services Bureau will act as the Secretary for the Inmate Welfare Commission in a non-voting capacity. As such the Secretary will:
  - 1. Minutes** – The Secretary shall be responsible for maintaining a permanent record of the minutes of each meeting. The minutes shall contain a brief synopsis of the meeting including a complete restatement of all motions and record of votes, conditions or recommendations made on any action and record of attendance. Inmate Services Bureau will maintain the records of the minutes for seven years.
  - 2. Funding Requests** – The Secretary will ensure all requests for funding have been properly reviewed and approved by the concerned Sheriff's Department Executive and per Department Policy, prior to its submission to the Inmate Welfare Commission. Projects will be submitted to the Commissioners seven days prior to the Commission meetings. Any project considered during a special meeting, as

**B. Special Meetings** – The Chairperson may, upon consultation with the Department Executive Liaison and discussion with the Commission Secretary, call for a special meeting of the Inmate Welfare Commission for emergency funding requests. Commissioners will be advised 24 hours in advance of special meetings. The Secretary will provide an agenda of the items to be considered. These meetings may be conducted via conference call. Any special meeting would be considered supplemental to the regular meetings and minutes would need to be documented.

**C. Quorum** – Seven voting Commission members of the Inmate Welfare Commission constitute a quorum for project approval.

**D. Voting** – An affirmative vote requires a majority vote of the voting of the Commission members in attendance. There is no proxy voting. Any project not receiving a majority vote will be deemed not approved. The Sheriff of Los Angeles County may override any vote of the Commission.

**E. Agenda** – The Secretary or designee shall be responsible for preparing an agenda for Commission meetings. The Order of Business for the meeting shall be as follows:

1. Call to Order
2. Roll Call
3. Approval of Minutes
4. Financial Statements
5. Facilities Services Bureau
6. Presentations – General
7. Presentations – Funding
8. Committee Reports
9. Old Business
10. New Business
11. Commissioner Comments

**F. Duties of the Commission** – Approve funding requests by the Los Angeles County Sheriff's Department for projects benefiting inmates housed in the jail facilities of Los Angeles County, review ongoing projects, and discuss funding priorities from/for the Inmate Welfare Fund of Los Angeles County, in accordance with Penal Code 4025.

**Section 3: Committees** – Committees established within these bylaws and by this body do not require a formal in person meeting, or the keeping of minutes.

**A. Executive Committee** – The Executive Committee will include the Chairperson, Assistant Division Director of Custody Services Division, Secretary, and two additional committee members appointed by the

Sheriff as soon as practical. Commission members appointed to vacant seats will complete the remaining term and may be appointed to two additional terms, pursuant to the will of the Los Angeles County Sheriff.

### **Section 6: Bylaws**

- A. The Sheriff of Los Angeles County may amend the bylaws of the Inmate Welfare Commission at any time. The Inmate Welfare Commission may propose, after a discussion and majority vote, amendments to the bylaws of the Inmate Welfare Commission for the Sheriff's consideration.

*[Signature]*  
RECEIVED  
OCT 07 2019

HUMAN RESOURCES

OFFICE OF THE CITY ATTORNEY  
OUTSIDE EMPLOYMENT APPROVAL FORM  
SUPPORT STAFF

Name: CAMILO CRUZ

Date of Request: 10/11/19

City Attorney Branch/Section: CRIMINAL / CJI

Outside Title/Position: OWNER

Outside Employer Name and Address:

CAMILO CRUZ ART  
358 MUSEUM DRIVE  
LOS ANGELES, CA 90065

Number of hours per week: 2 - 3

Type of Work: Fine Art / Visual Art

Outside Work Schedule days/times: WEDNESDAYS 6-9 p.m.

Phone Number: [REDACTED]

Start and End Date: 1/1/09, present

10/19/19 - 10/18/20 (yrs)

ALL OUTSIDE EMPLOYMENT MUST BE RENEWED ON AN ANNUAL BASIS

Factors to Consider

Note: If any of factors 1 through 5 apply, the Ethics Ordinance requires that the request be denied.

1. Whether the payment or the services (paid or unpaid) to be provided creates the appearance of or involves actual use of employment or the time, facilities, equipment or supplies of the employee's agency, for private gain;
2. Whether the payment, services for which payment would be received, or unpaid services involves the acceptance by the employee of any money or other consideration from anyone other than his or her agency for the performance of an act which the employee, if not performing such act for the outside source of income, would be required or expected to render in the regular course or of his or her duties as a City employee;
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4. Whether the payment or services for which the payment would be received involves the performance of any act in other than an employee capacity which may later be subject to the control, inspection, review, audit or enforcement of any other employee of his or her agency;
5. Whether the services involve such time demands that would render the employee's performance of his or her City duties less efficient;
6. Whether the outside services might result in conflicts between the City and an outside client that will hinder the employee's services to the City;
7. Will you receive any remuneration for your employment? If so, list the approximate amount: Approx. \$ 500 Annual

APPROVED BY:

*[Signature]*  
Supervisor

*[Signature]*  
UAK

Date: 10/2/19

*[Signature]*  
Branch Chief

Date: 10/01/2019

Date: 10/2/19

Chief of Staff

\*If the employment is with a "restricted source," you must also obtain approval from the Ethics Commission. LAMC §49.5.7.C.2. This includes anyone who does or seeks to do business with the City Attorney, anyone who has attempted to influence you in a legislative or administrative action which would have a direct material financial effect on that person, a lobbyist or lobbying firm that seeks to influence decisions of the City Attorney, and a person who is party to a proceeding involving a license, permit or other entitlement for use pending before you.

*1/29/19*  
RECEIVED

FEB 04 2019

OFFICE OF THE CITY ATTORNEY  
OUTSIDE EMPLOYMENT APPROVAL FORM  
ATTORNEY

Name: Syndi Driscoll

City Attorney Branch/Section: LADWP

Outside Employer Name and Address:

Realty Masters and Associates

17592 E. 17th ST, STE 150 Tustin

Type of Work: Real Estate

Date of Request: 1/29/19 - HUMAN RESOURCES

Outside Title/Position: Realtor

Number of hours per week: occasional only

Outside Work Schedule days/times: wknds only

Phone Number: [REDACTED]

Start and End Date: 1/29/19, 1/29/2020

**ALL OUTSIDE EMPLOYMENT MUST BE RENEWED ON AN ANNUAL BASIS**

**Factors to Consider**

Note: If any of factors 1 through 5 apply, the Ethics Ordinance requires that the request be denied.

	Yes	No
1. Whether the payment or the services (paid or unpaid) to be provided creates the appearance of or involves actual use of public office or employment or the time, facilities, equipment or supplies of the official's agency, for private gain;	<input type="checkbox"/>	<input checked="" type="checkbox"/>
2. Whether the payment, services for which payment would be received, or unpaid services involves the acceptance by the official of any money or other consideration from anyone other than his or her agency for the performance of an act which the official, if not performing such act for the outside source of income, would be required or expected to render in the regular course or of his or her duties as a City official;	<input type="checkbox"/>	<input checked="" type="checkbox"/>
3. Whether the City official is in a position to make, to participate in making, or to influence a potential governmental decision that could foreseeably have a material financial effect on the source of income;	<input type="checkbox"/>	<input checked="" type="checkbox"/>
4. Whether the payment or services for which the payment would be received involves the performance of any act in other than an official capacity which may later be subject to the control, inspection, review, audit or enforcement of any other official of his or her agency;	<input type="checkbox"/>	<input checked="" type="checkbox"/>
5. Whether the services involve such time demands that would render the official's performance of his or her official duties less efficient.	<input type="checkbox"/>	<input checked="" type="checkbox"/>
6. Whether the outside services might result in conflicts between the City and an outside client that will hinder the official's services to the City.	<input type="checkbox"/>	<input checked="" type="checkbox"/>
7. Are any issues of municipal law involved? If so, describe: _____	<input type="checkbox"/>	<input checked="" type="checkbox"/>

8. Are you representing a person or entities in a proceeding where you will be taking a position adverse to another municipality? If so, describe: \_\_\_\_\_

9. Will you receive any remuneration for your employment? If so, list the approximate amount:

Yes, commission

APPROVED BY:  
Minal Akasha  
Supervisor  
JAC

Date: 1-29-19

ABG  
Branch Chief

Date: 1-29-19

Chief of Staff

\*If the employment is with a "restricted source," you must also obtain approval from the Ethics Commission. LAMC § 49.5.7.C.2. This includes anyone who does or seeks to do business with the City Attorney, anyone who has attempted to influence you in a legislative or administrative action which would have a direct material financial effect on that person, a lobbyist or lobbying firm that seeks to influence decisions of the City Attorney, and a person who is a party to a proceeding involving a license, permit or other entitlement for use pending before you.

RECEIVED  
JUN 19 2019

**OFFICE OF THE CITY ATTORNEY**  
**OUTSIDE EMPLOYMENT APPROVAL FORM**  
**ATTORNEY**

**HUMAN RESOURCES**

Name: Michael Dundas

City Attorney Branch/Section: Gen. Counsel

Outside Employer Name and address:

Multiple Campaigns - no set address

Type of Work: Political Campaigns (including volunteer work)

Date of Request: 6/14/19

Outside Title/Position: Campaign Staff/Consultant

Number of hours per week: Various

Outside Work Schedule days/times: Sporadic, only during off hours + vacation

Phone Number: \_\_\_\_\_

Start and End Date: Full year  
6/14/19 - 6/30/20

**ALL OUTSIDE EMPLOYMENT MUST BE RENEWED ON AN ANNUAL BASIS**

**Factors to Consider**

Note: If any of factors 1 through 5 apply, the Ethics Ordinance requires that the request be denied.

Yes      No

1. Whether the payment or the services (paid or unpaid) to be provided creates the appearance of or involves actual use of public office or employment or the time, facilities, equipment or supplies of the official's agency, for private gain;

2. Whether the payment, services for which the payment would be received, or unpaid services involves the acceptance by the official of any money or other consideration from anyone other than his or her agency for the performance of an act which the official, if not performing such act for the outside source of income, would be required or expected to render in the regular course of his or her duties as a City official;

3. Whether the City official is in a position to make, to participate in making, or to influence a potential governmental decision that could foreseeably have a material financial effect on the source of income;

4. Whether the payment or services for which the payment would be received involves the performance of any act in other than an official capacity which may later be subject to the control, inspection, review, audit or enforcement of any other official of his or her agency;

5. Whether the services involve such time demands that would render the official's performance of his or her official duties less efficient.

6. Whether the outside services might result in conflicts between the City and an outside client that will hinder the official's services to the City.

7. Are any issues of municipal law involved? If so, describe: \_\_\_\_\_

8. Are you representing a person or entity in a proceeding where you will be taking a position adverse to another municipality? If so, describe: \_\_\_\_\_

9. Will you receive any remuneration for your employment? If so, list the approximate amount:  
Some unpaid, other work is paid \$50 per diem or day rate

Please be advised that any and all current authorization for outside employment that may be in effect during the time an employee is on FMLA or Personal Medical Leave will be suspended through the duration of the leave.

APPROVED BY:

Valerie Jones

Supervisor

LM

Date: 6/14/19

John S.

Branch Chief

Date: 6/14/19

Chief of Staff

Date: 6/18/19

\*If the employment is with a "restricted source," you must also obtain approval from the Ethics Commission. LAMC §49.5.7.C.2. This includes anyone who does or seeks to do business with the City Attorney, anyone who has attempted to influence you in a legislative or administrative action which would have a direct material financial effect on that person, a lobbyist or lobbying firm, that seeks to influence decisions of the City Attorney, and a person who is a party to a proceeding involving a license, permit or other entitlement for use pending before you.

work will not be conducted during normal work hours or on City property, or with City resources etc

*VJ*

RECEIVED

JUN 19 2019

**OFFICE OF THE CITY ATTORNEY  
OUTSIDE EMPLOYMENT APPROVAL FORM  
ATTORNEY**

Name: Michael Dundas

City Attorney Branch/Section: Gen Counsel

Outside Employer Name and address:

TB Group Inc  
136 East 47<sup>th</sup> St. NY, NY 10065

Type of Work: Event Production

**HUMAN RESOURCES**

Date of Request: 6/14/19

Outside Title/Position: Event Producer

Number of hours per week: 1 or 2/wk/e leading into even

Outside Work Schedule days/times: Work centered on 1 week in Sept.

Phone Number: \_\_\_\_\_

Start and End Date: Full Year  
Through 6/30/20

**ALL OUTSIDE EMPLOYMENT MUST BE RENEWED ON AN ANNUAL BASIS**

**Factors to Consider**

Note: If any of factors 1 through 5 apply, the Ethics Ordinance requires that the request be denied.

Yes      No

1. Whether the payment or the services (paid or unpaid) to be provided creates the appearance of or involves actual use of public office or employment or the time, facilities, equipment or supplies of the official's agency, for private gain;

2. Whether the payment, services for which the payment would be received, or unpaid services involves the acceptance by the official of any money or other consideration from anyone other than his or her agency for the performance of an act which the official, if not performing such act for the outside source of income, would be required or expected to render in the regular course of his or her duties as a City official;

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6. Whether the outside services might result in conflicts between the City and an outside client that will hinder the official's services to the City.

7. Are any issues of municipal law involved? If so, describe: \_\_\_\_\_

8. Are you representing a person or entity in a proceeding where you will be taking a position adverse to another municipality? If so, describe: \_\_\_\_\_

9. Will you receive any remuneration for your employment? If so, list the approximate amount: 100

Please be advised that any and all current authorization for outside employment that may be in effect during the time an employee is on FMLA or Personal Medical Leave will be suspended through the duration of the leave.

APPROVED BY:

Celeste Doses Date: 6/14/19 Olin M. W. Date: 6/14/19  
Supervisor Branch Chief

MAH

Date: 6/18/19

Chief of Staff

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**OFFICE OF THE CITY ATTORNEY  
OUTSIDE EMPLOYMENT APPROVAL FORM  
ATTORNEY**

RECEIVED

FEB 04 2019

1/24/19

Name: Audrey Egan

City Attorney Branch/Section: Employment Lit.

Outside Employer Name and address:

Newtons Law (Not a business which does on any place)  
P.O. Box 80144, San Antonio, TX 78280

Type of Work: Manufacture & sale of dog treats

**HUMAN RESOURCES**

Date of Request: 1/24/2019

Outside Title/Position: Owner/Pres.

Number of hours per week: Varies

Outside Work Schedule days/times: Weekend only

Phone Number: [REDACTED]

Start and End Date: 1/1/19 - 12/31/19

**ALL OUTSIDE EMPLOYMENT MUST BE RENEWED ON AN ANNUAL BASIS**

**Factors to Consider**

Note: If any of factors 1 through 5 apply, the Ethics Ordinance requires that the request be denied.

Yes      No

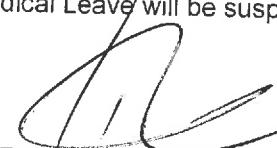
1. Whether the payment or the services (paid or unpaid) to be provided creates the appearance of or involves actual use of public office or employment or the time, facilities, equipment or supplies of the official's agency, for private gain;
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5. Whether the services involve such time demands that would render the official's performance of his or her official duties less efficient.
6. Whether the outside services might result in conflicts between the City and an outside client that will hinder the official's services to the City.
7. Are any issues of municipal law involved? If so, describe: \_\_\_\_\_

8. Are you representing a person or entity in a proceeding where you will be taking a position adverse to another municipality? If so, describe: \_\_\_\_\_

9. Will you receive any remuneration for your employment? If so, list the approximate amount:  
At some time should the corporation become profitable

Please be advised that any and all current authorization for outside employment that may be in effect during the time an employee is on FMLA or Personal Medical Leave will be suspended through the duration of the leave.

**APPROVED BY:**

SG \_\_\_\_\_ Date: 1/25/19 

Supervisor

JAM \_\_\_\_\_ Date: 1/31/19 

Branch Chief

Date: 1/30/19

Chief of Staff

"If the employment is with a "restricted source," you must also obtain approval from the Ethics Commission. LAMC §49.5.7.C.2. This includes anyone who does or seeks to do business with the City Attorney, anyone who has attempted to influence you in a legislative or administrative action which would have a direct material financial effect on that person, a lobbyist or lobbying firm, that seeks to influence decisions of the City Attorney, and a person who is a party to a proceeding involving a license, permit or other entitlement for use pending before you."

*VJ*  
RECEIVED

SEP 16 2019

HUMAN RESOURCES

OFFICE OF THE CITY ATTORNEY  
OUTSIDE EMPLOYMENT APPROVAL FORM  
SUPPORT STAFF

Name: Michael D. Evans-Zepeda Date of Request: 9/10/19  
City Attorney Branch/Section: NJP Outside Title/Position: Doctor / Therapist  
Outside Employer Name and Address: Planned Therapy Group  
13200 Crossroads Pkwy N. Bldg 300  
City of Industry, CA 91744 Number of hours per week: 10 - 20  
Type of Work: Therapy / Mental Health Outside Work Schedule days/times: Sat/Sun/week eveni  
Phone Number: [REDACTED] Start and End Date: 9/1/19 - TBC  
9/15/20

ALL OUTSIDE EMPLOYMENT MUST BE RENEWED ON AN ANNUAL BASIS

**Factors to Consider**

Note: If any of factors 1 through 5 apply, the Ethics Ordinance requires that the request be denied.

1. Whether the payment or the services (paid or unpaid) to be provided creates the appearance of or involves actual use of employment or the time, facilities, equipment or supplies of the employee's agency, for private gain;

2. Whether the payment, services for which payment would be received, or unpaid services involves the acceptance by the employee of any money or other consideration from anyone other than his or her agency for the performance of an act which the employee, if not performing such act for the outside source of income, would be required or expected to render in the regular course or of his or her duties as a City employee;

3. Whether the City employee is in a position to make, to participate in making, or to influence a potential governmental decision that could foreseeably have a material financial effect on the source of income;

4. Whether the payment or services for which the payment would be received involves the performance of any act in other than an employee capacity which may later be subject to the control, inspection, review, audit or enforcement of any other employee of his or her agency;

5. Whether the services involve such time demands that would render the employee's performance of his or her City duties less efficient;

6. Whether the outside services might result in conflicts between the City and an outside client that will hinder the employee's services to the City;

7. Will you receive any remuneration for your employment? If so, list the approximate amount:

#125 - 175 per patient contact/session

Yes  No

APPROVED BY:

Jamie Green  
Supervisor

Date: 9/11/19

M. D. Holstein  
Branch Chief

Date: 9/12/2019

CHL  
Chief of Staff

Date: 9/16/19

\*If the employment is with a "restricted source," you must also obtain approval from the Ethics Commission. LAMC §49.5.7.C.2. This includes anyone who does or seeks to do business with the City Attorney, anyone who has attempted to influence you in a legislative or administrative action which would have a direct material financial effect on that person, a lobbyist or lobbying firm that seeks to influence decisions of the City Attorney, and a person who is party to a proceeding involving a license, permit or other entitlement for use pending before you.

September 11, 2019

Outside Employment Memo for Michael D. Evans-Zepeda

The outside employment will take place at the Heredia Therapy Group located at 13200 crossroads parkway. Suite 300, 335 & 350. City of Industry CA 91746. I will be providing therapy services to individuals, couples, and families under the supervision of Dr. Farnush Farmand. Services will include, but are not limited to, diagnostic evaluations, mental health status exams, treatment planning, outside referrals for greater level of care, and long term treatment. Patients seen will be direct referrals from the Heredia Therapy Group.

Current City duties include serving as an Administrative Coordinator for the Neighborhood Justice Program, which includes, but is not limited to, the following:

The Administrative Coordinator (AC) assigned to NJP will handle all administrative tasks associated with NJP including conducting phone intake of potential participants; scheduling participants into weekly Neighborhood Justice Panels; contacting crime victims regarding their participation in NJP; entering participant data into in the Criminal Case Management System (CCMS); generating and mailing intake letters; generating and mailing resolution letters; updating participant information in CCMS, including collecting post-panel evaluations from participants; maintaining NJP related paperwork, including brochures for partner service-providers and restorative agreement forms;

attending Neighborhood Justice Panels as needed. The Administrative Coordinator will also conduct limited case management involving weekly or biweekly phone check-ins with participants to monitor their progress. Implement the NJP process described above and assist in collecting and analyzing grant metrics and outcome data and meeting grant-reporting requirements, when necessary. The AC will also be expected to provide ongoing feedback and analysis to the Supervising Attorney regarding program successes, needs for improvement, strategic planning, and other administrative topics in order to strengthen this restorative justice effort.”

There is no anticipated cross-pollination between NJP participants and patients seen at the Heredia Practice Group. If such an event does occur, the individual will be referred to another therapist at the Heredia Practice Group. The outside employment is necessary for completion of the required supervised hours of practice for licensure as psychologist in the state of California.

RECEIVED

MAY - 2 2019

OFFICE OF THE CITY ATTORNEY  
OUTSIDE EMPLOYMENT APPROVAL FORM  
ATTORNEY

HUMAN RESOURCES

Name: Ayevet FeimanDate of Request: 4/25/19City Attorney Branch/Section: SNAGDOutside Title/Position: Real Estate Broker

Outside Employer Name and Address:

Number of hours per week: 1-2Self-employedOutside Work Schedule days/times: varies (evenings/weekends)Type of Work: Real Estate Broker - ReferralsPhone Number: ( )  
Start and End Date: 4/25/19 / 4/25/20

## ALL OUTSIDE EMPLOYMENT MUST BE RENEWED ON AN ANNUAL BASIS

**Factors to Consider**

Note: If any of factors 1 through 5 apply, the Ethics Ordinance requires that the request be denied.

	Yes	No
1. Whether the payment or the services (paid or unpaid) to be provided creates the appearance of or involves actual use of public office or employment or the time, facilities, equipment or supplies of the official's agency, for private gain;	<input type="checkbox"/>	<input checked="" type="checkbox"/>
2. Whether the payment, services for which payment would be received, or unpaid services involves the acceptance by the official of any money or other consideration from anyone other than his or her agency for the performance of an act which the official, if not performing such act for the outside source of income, would be required or expected to render in the regular course or of his or her duties as a City official;	<input type="checkbox"/>	<input checked="" type="checkbox"/>
3. Whether the City official is in a position to make, to participate in making, or to influence a potential governmental decision that could foreseeably have a material financial effect on the source of income;	<input type="checkbox"/>	<input checked="" type="checkbox"/>
4. Whether the payment or services for which the payment would be received involves the performance of any act in other than an official capacity which may later be subject to the control, inspection, review, audit or enforcement of any other official of his or her agency;	<input type="checkbox"/>	<input checked="" type="checkbox"/>
5. Whether the services involve such time demands that would render the official's performance of his or her official duties less efficient.	<input type="checkbox"/>	<input checked="" type="checkbox"/>
6. Whether the outside services might result in conflicts between the City and an outside client that will hinder the official's services to the City.	<input type="checkbox"/>	<input checked="" type="checkbox"/>
7. Are any issues of municipal law involved? If so, describe: _____	<input type="checkbox"/>	<input checked="" type="checkbox"/>

8. Are you representing a person or entities in a proceeding where you will be taking a position adverse to another municipality? If so, describe: \_\_\_\_\_

9. Will you receive any remuneration for your employment? If so, list the approximate amount:

Varies \$2000 - \$10,000 

APPROVED BY: \*Outside employment will not be conducted on city time.

Supervisor

Date: 4/25/19

Branch Chief

Date: 4/26/2019

Chief of Staff

Date: 4/30/19

"If the employment is with a "restricted source," you must also obtain approval from the Ethics Commission. LAMC § 49.5.7.C.2. This includes anyone who does or seeks to do business with the City Attorney, anyone who has attempted to influence you in a legislative or administrative action which would have a direct material financial effect on that person, a lobbyist or lobbying firm that seeks to influence decisions of the City Attorney, and a person who is a party to a proceeding involving a license, permit or other entitlement for use pending before you."

*WPF*

**OFFICE OF THE CITY ATTORNEY  
OUTSIDE EMPLOYMENT APPROVAL FORM**

ATTORNEY

Name: Valerie Flores

Date of Request: Aug. 5th 2019

City Attorney Branch/Section: General Counsel

Outside Title/Position: Forever Friend

Outside Employer Name and Address:

Number of hours per week: 3

Los Angeles County Probation Dept.

Outside Work Schedule days/times: Evenings/Weekends

9150 Imperial Highway, Downey, CA 90242

Phone Number: \_\_\_\_\_

Type of Work: Mentoring

Start and End Date: 8/9/2019 open

8/8/2020 (inf)

**ALL OUTSIDE EMPLOYMENT MUST BE RENEWED ON AN ANNUAL BASIS**

**Factors to Consider**

Note: If any of factors 1 through 5 apply, the Ethics Ordinance requires that the request be denied.

1. Whether the payment or the services (paid or unpaid) to be provided creates the appearance of or involves actual use of public office or employment or the time, facilities, equipment or supplies of the official's agency, for private gain;
2. Whether the payment, services for which payment would be received, or unpaid services involves the acceptance by the official of any money or other consideration from anyone other than his or her agency for the performance of an act which the official, if not performing such act for the outside source of income, would be required or expected to render in the regular course or of his or her duties as a City official;
3. Whether the City official is in a position to make, to participate in making, or to influence a potential governmental decision that could foreseeably have a material financial effect on the source of income;
4. Whether the payment or services for which the payment would be received involves the performance of any act in other than an official capacity which may later be subject to the control, inspection, review, audit or enforcement of any other official of his or her agency;
5. Whether the services involve such time demands that would render the official's performance of his or her official duties less efficient.
6. Whether the outside services might result in conflicts between the City and an outside client that will hinder the official's services to the City.
7. Are any issues of municipal law involved? If so, describe: \_\_\_\_\_

Yes      No

8. Are you representing a person or entities in a proceeding where you will be taking a position adverse to another municipality? If so, describe: \_\_\_\_\_

9. Will you receive any remuneration for your employment? If so, list the approximate amount: \_\_\_\_\_

**APPROVED BY:**

Dee  
Supervisor AK

Date: 8/13/19  
Date: 8/13/19

Alm  
Branch Chief

Date: 8/13/19

Chief of Staff

\*If the employment is with a "restricted source," you must also obtain approval from the Ethics Commission. LAMC § 49.5.7.C.2. This includes anyone who does or seeks to do business with the City Attorney, anyone who has attempted to influence you in a legislative or administrative action which would have a direct material financial effect on that person, a lobbyist or lobbying firm that seeks to influence decisions of the City Attorney, and a person who is a party to a proceeding involving a license, permit or other entitlement for use pending before you.

*1/1*  
RECEIVED

SEP 19 2019

HUMAN RESOURCE

OFFICE OF THE CITY ATTORNEY  
OUTSIDE EMPLOYMENT APPROVAL FORM  
SUPPORT STAFF

Name: Ricardo Fuentes  
City Attorney Branch/Section: WORKERS COMP DIVISION  
(ARRAOTS)

Outside Employer Name and address:

886 W 9TH ST, #16  
SAN PEDRO CA 90731

Type of Work: POLYGRAPH EXAMS

Date of Request: 9/9/19  
Outside Title/Position: POLYGRAPH EXAMINER  
Number of hours per week: 0 - 15  
Outside Work Schedule days/times: FRI - SUN  
Phone Number: [REDACTED]  
Start and End Date: 10/1/19 - 9/30/20

**ALL OUTSIDE EMPLOYMENT MUST BE RENEWED ON AN ANNUAL BASIS**

**Factors to Consider**

Note: If any of factors 1 through 5 apply, the Ethics Ordinance requires that the request be denied.

Yes      No

1. Whether the payment or the services (paid or unpaid) to be provided creates the appearance of or involves actual use of employment or the time, facilities, equipment or supplies of the employee's agency, for private gain;

2. Whether the payment, services for which the payment would be received, or unpaid services involves the acceptance by the employee of any money or other consideration from anyone other than his or her agency for the performance of an act which the employee, if not performing such act for the outside source of income, would be required or expected to render in the regular course of his or her duties as a City employee;

3. Whether the City employee is in a position to make, to participate in making, or to influence a potential governmental decision that could foreseeably have a material financial effect on the source of income;

4. Whether the payment or services for which the payment would be received involves the performance of any act in other than an employee capacity which may later be subject to the control, inspection, review, audit or enforcement of any other employee of his or her agency;

5. Whether the services involve such time demands that would render the employee's performance of his or her City duties less efficient.

6. Whether the outside services might result in conflicts between the City and an outside client that will hinder the employee's services to the City.

7. Will you receive any remuneration for your employment? If so, list the approximate amount:

\$400 per month



Please be advised that any and all current authorization for outside employment that may be in effect during the time an employee is on FMLA or Personal Medical Leave will be suspended through the duration of the leave.

APPROVED BY:

J. Timothy J.  
Supervisor  
DNK

Date: 9-13-19

Date: 9-19-19

James P. Clark  
Branch Chief

Date: 9/16/19

Chief of Staff

\*If the employment is with a "restricted source," you must also obtain approval from the Ethics Commission. LAMC §49.5.7.C.2. This includes anyone who does or seeks to do business with the City Attorney, anyone who has attempted to influence you in a legislative or administrative action which would have a direct material financial effect on that person, a lobbyist or lobbying firm, that seeks to influence decisions of the City Attorney, and a person who is a party to a proceeding involving a license, permit or other entitlement for use pending before you.

**OFFICE OF THE CITY ATTORNEY  
OUTSIDE EMPLOYMENT APPROVAL FORM  
SUPPORT STAFF**

RECEIVED

FEB 20 2019

Name: Leticia Bacin

City Attorney Branch/Section: Executive

Outside Employer Name and address:

Disneyland - Anaheim

Type of Work: Merchandise

Date of Request: 2-13-19

HUMAN RESOURCES

Outside Title/Position: Cast Member

Number of hours per week: 15-20

Outside Work Schedule days/times: Weekends

Phone Number: 28-978-8362

Start and End Date: 2/23/19 / 2/22/20

**ALL OUTSIDE EMPLOYMENT MUST BE RENEWED ON AN ANNUAL BASIS**

**Factors to Consider**

Note: If any of factors 1 through 5 apply, the Ethics Ordinance requires that the request be denied.

Yes      No

1. Whether the payment or the services (paid or unpaid) to be provided creates the appearance of or involves actual use of employment or the time, facilities, equipment or supplies of the employee's agency, for private gain;
2. Whether the payment, services for which the payment would be received, or unpaid services involves the acceptance by the employee of any money or other consideration from anyone other than his or her agency for the performance of an act which the employee, if not performing such act for the outside source of income, would be required or expected to render in the regular course of his or her duties as a City employee;
3. Whether the City employee is in a position to make, to participate in making, or to influence a potential governmental decision that could foreseeably have a material financial effect on the source of income;
4. Whether the payment or services for which the payment would be received involves the performance of any act in other than an employee capacity which may later be subject to the control, inspection, review, audit or enforcement of any other employee of his or her agency;
5. Whether the services involve such time demands that would render the employee's performance of his or her City duties less efficient.
6. Whether the outside services might result in conflicts between the City and an outside client that will hinder the employee's services to the City.
7. Will you receive any remuneration for your employment? If so, list the approximate amount: \$1,000/Mo

Please be advised that any and all current authorization for outside employment that may be in effect during the time an employee is on FMLA or Personal Medical Leave will be suspended through the duration of the leave.

APPROVED BY:

Maria Mather

Supervisor

LAMC

Date: 2/15/19

Date: \_\_\_\_\_

Branch Chief

Date: 2/15/19

Chief of Staff

\*If the employment is with a "restricted source," you must also obtain approval from the Ethics Commission. LAMC §49.5.7.C.2. This includes anyone who does or seeks to do business with the City Attorney, anyone who has attempted to influence you in a legislative or administrative action which would have a direct material financial effect on that person, a lobbyist or lobbying firm, that seeks to influence decisions of the City Attorney, and a person who is a party to a proceeding involving a license, permit or other entitlement for use pending before you.

*if yes*

**OFFICE OF THE CITY ATTORNEY  
OUTSIDE EMPLOYMENT APPROVAL FORM  
ATTORNEY**

**RENEWAL**

**RECEIVED**

Name: Kevin A. Gilligan

Date of Request: June 27, 2019

JUL 16 2019

City Attorney Branch/Section: Criminal/Special Lit

Outside Title/Position: Photographer **HUMAN RESOURCES**

Outside Employer Name and address:

Number of hours per week: Varies 0-10

Torrance CA 90503

Outside Work Schedule days/times: Varies

Type of Work: Photography

Phone Number: [REDACTED]

Start and End Date: 8/1/19 / - 8/1/20

7/31/20 (wfh)

**ALL OUTSIDE EMPLOYMENT MUST BE RENEWED ON AN ANNUAL BASIS**

**Factors to Consider**

Note: If any of factors 1 through 5 apply, the Ethics Ordinance requires that the request be denied.

	Yes	No
1. Whether the payment or the services (paid or unpaid) to be provided creates the appearance or of involves actual use of public office or employment or the time, facilities, equipment or supplies of the official's agency, for private gain;	<input type="checkbox"/>	<input checked="" type="checkbox"/>
2. Whether the payment, services for which the payment would be received, or unpaid services involves the acceptance by the official of any money or other consideration from anyone other than his or her agency for the performance of an act which the official, if not performing such act for the outside source of income, would be required or expected to render in the regular course of his or her duties as a City official;	<input type="checkbox"/>	<input checked="" type="checkbox"/>
3. Whether the City official is in a position to make, to participate in making, or to influence a potential governmental decision that could foreseeably have a material financial effect on the source of income;	<input type="checkbox"/>	<input checked="" type="checkbox"/>
4. Whether the payment or services for which the payment would be received involves the performance of any act in other than an official capacity which may later be subject to the control, inspection, review, audit or enforcement of any other official of his or her agency;	<input type="checkbox"/>	<input checked="" type="checkbox"/>
5. Whether the services involve such time demands that would render the official's performance of his or her official duties less efficient.	<input type="checkbox"/>	<input checked="" type="checkbox"/>
6. Whether the outside services might result in conflicts between the City and an outside client that will hinder the official's services to the City.	<input type="checkbox"/>	<input checked="" type="checkbox"/>
7. Are any issues of municipal law involved? If so, describe: _____	<input type="checkbox"/>	<input checked="" type="checkbox"/>

8. Are you representing a person or entity in a proceeding where you will be taking a position adverse to another municipality? If so, describe: \_\_\_\_\_

9. Will you receive any remuneration for your employment? If so, list the approximate amount:

Varies annually - \$10,000 or less

Photography work will not be done on City time.  
Please be advised that any and all current authorization for outside employment that may be in effect during the time an employee is on FMLA or Personal Medical Leave will be suspended through the duration of the leave.

APPROVED BY:

Kevin A. Gilligan

Supervisor

MAC

Date: 6/27/19 MD

Date: 7/12/2019

Branch Chief

Date: 7/15/19

Chief of Staff

\*If the employment is with a "restricted source," you must also obtain approval from the Ethics Commission. LAMC §49.5.7.C.2. This includes anyone who does or seeks to do business with the City Attorney, anyone who has attempted to influence you in a legislative or administrative action which would have a direct material

✓

**OFFICE OF THE CITY ATTORNEY  
OUTSIDE EMPLOYMENT APPROVAL FORM  
ATTORNEY**

Name: Kevin Gilligan

City Attorney Branch/Section: Criminal

Outside Employer Name and address:  
International Anti-Counterfeiting Coalition  
Homeland Security Investigations  
727 15th St NW #400  
Washington, DC 20005

Type of Work: Attorney legal counsel representing local & state presenters

**ALL OUTSIDE EMPLOYMENT MUST BE RENEWED ON AN ANNUAL BASIS**

**Factors to Consider**

Note: If any of factors 1 through 5 apply, the Ethics Ordinance requires that the request be denied.

	Yes	No
1. Whether the payment or the services (paid or unpaid) to be provided creates the appearance of or involves actual use of public office or employment or the time, facilities, equipment or supplies of the official's agency, for private gain;	<input type="checkbox"/>	<input checked="" type="checkbox"/>
2. Whether the payment, services for which the payment would be received, or unpaid services involves the acceptance by the official of any money or other consideration from anyone other than his or her agency for the performance of an act which the official, if not performing such act for the outside source of income, would be required or expected to render in the regular course of his or her duties as a City official;	<input type="checkbox"/>	<input checked="" type="checkbox"/>
3. Whether the City official is in a position to make, to participate in making, or to influence a potential governmental decision that could foreseeably have a material financial effect on the source of income;	<input type="checkbox"/>	<input checked="" type="checkbox"/>
4. Whether the payment or services for which the payment would be received involves the performance of any act in other than an official capacity which may later be subject to the control, inspection, review, audit or enforcement of any other official of his or her agency;	<input type="checkbox"/>	<input checked="" type="checkbox"/>
5. Whether the services involve such time demands that would render the official's performance of his or her official duties less efficient.	<input type="checkbox"/>	<input checked="" type="checkbox"/>
6. Whether the outside services might result in conflicts between the City and an outside client that will hinder the official's services to the City.	<input type="checkbox"/>	<input checked="" type="checkbox"/>
7. Are any issues of municipal law involved? If so, describe: _____	<input type="checkbox"/>	<input checked="" type="checkbox"/>
8. Are you representing a person or entity in a proceeding where you will be taking a position adverse to another municipality? If so, describe: _____	<input type="checkbox"/>	<input checked="" type="checkbox"/>
9. Will you receive any remuneration for your employment? If so, list the approximate amount: <u>No.</u>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

Please be advised that any and all current authorization for outside employment that may be in effect during the time an employee is on FMLA or Personal Medical Leave will be suspended through the duration of the leave.

APPROVED BY:

Wellman

Date: 7/15/19

Supervisor

LAMC

Date: 7/15/19

Branch Chief

M.C. Sholes Date: 7/17/2019

Chief of Staff

\*If the employment is with a "restricted source," you must also obtain approval from the Ethics Commission. LAMC §49.5.7.C.2. This includes anyone who does or seeks to do business with the City Attorney, anyone who has attempted to influence you in a legislative or administrative action which would have a direct material financial effect on that person, a lobbyist or lobbying firm, that seeks to influence decisions of the City Attorney, and a person who is a party to a proceeding involving a license, permit or other entitlement for use pending before you.



727 15<sup>th</sup> Street NW • 9<sup>th</sup> Floor • Washington, DC 20005 • USA  
+1(202)223-6667 • iacc@iacc.org • www.iacc.org

2451 Crystal Drive, STOP 5105 • Arlington, VA 20598-5105 • USA  
+1-866-DHS-2-ICE • IPRCenterOutreach@ice.dhs.gov • www.iprcenter.gov

July 11, 2019

Mr. Kevin A. Gilligan  
Supervising City Attorney, Anti-Counterfeit Enforcement Program  
Office of the Los Angeles City Attorney  
Kevin.Gilligan@lacity.org

Dear Mr. Gilligan,

As you are a prominent representative in state and local prosecution, Derek N. Benner, Executive Associate Director, Homeland Security Investigations (HSI), and Bob Barchiesi, President, International AntiCounterfeiting Coalition (IACC), cordially invite you to join the newly formed HSI/IACC IP Advisory Board. A person with your experience and insight is uniquely suited to help shape the future of IP protection and enhance the cooperation between public and private enterprises.

The IP Advisory Board is a public-private collaboration aimed at enhancing operational effectiveness in the fight against counterfeiting and piracy. The Board will act as a mechanism for industry leaders to collect and relay industry-specific knowledge and priorities regarding operational IP enforcement. It will also act as a forum for both technology and legal experts to present on relevant innovations, findings, and best-practices. Please see attached introduction for more information.

The National Intellectual Property Rights Coordination Center (IPR Center) brings together 25 partner agencies, consisting of 20 key federal agencies, INTERPOL, Europol and the governments of Canada, Mexico and the United Kingdom in a taskforce setting to provide a comprehensive response to IP theft. It is established under U.S. Immigration and Customs Enforcement (ICE) Homeland Security Investigations (HSI).

The International AntiCounterfeiting Coalition Inc., (IACC) is a Washington, D.C.-based non-profit organization devoted solely to combating product counterfeiting and piracy. It is comprised of 250+ members from all over the world and represents all industries and IP professionals with a mission to combat counterfeiting and piracy.



727 15<sup>th</sup> Street NW • 9<sup>th</sup> Floor • Washington, DC 20005 • USA  
+1(202)223-6667 • iacc@iacc.org • www.iacc.org

2451 Crystal Drive, STOP 5105 • Arlington, VA 20598-5105 • USA  
+1-866-DHS-2-ICE • IPRCenterOutreach@ice.dhs.gov • www.iprcenter.gov

We would like to invite you to join the IP Advisory Board as a representative of the Federal/State Prosecutors category. We anticipate that there will be quarterly meetings hosted at the IPR Center in Crystal City, VA. The ability to participate via conference line will also be provided.

Each IP Advisory Board representative will serve a term of 18 months and is non-transferable. If you are unable to continue for any reason, we will appoint someone new.

Please let us know if you would like to participate in this newly formed IP Advisory Board. We look forward to working with you on future projects.

Bob Barchiesi  
President  
IACC

Derek N. Benner  
Executive Associate Director  
HSI

## IP Advisory Board Information Summary

The IP Advisory Board is a public-private collaboration aimed at enhancing operational effectiveness in the fight against counterfeiting and piracy. The Board will act as a mechanism for industry leaders to collect-and relay industry-specific knowledge and priorities regarding operational IP enforcement. It will also act as a forum for both technology and legal experts to present on relevant innovations, findings, and best-practices. The International AntiCounterfeiting Coalition, Inc. (IACC) and the National Intellectual Property Rights Coordination Center (IPR Center) will coordinate and oversee the initiative, with IACC President, Bob Barchiesi and Homeland Security Investigations Executive Associate Director, Derek Benner, acting as co-chairs.

The Board will be comprised of brands in specific industry sectors representing the rights-holder community. Brands will not be required to be members of the IACC in order to participate, to provide input or to become members of the advisory board. Brand participation is voluntary and in no way is a requirement for working with the IPR Center or any of its partner agencies.

### **Activities:**

#### Quarterly Meetings

- The IP Advisory Board will convene at the IPR Center for quarterly meetings where industry leaders will present on relevant topics and issues they have been tasked with exploring under the issue-specific projects section addressed below.
- Meetings will focus on operational and strategic subject matter, rather than policy, to ensure the IPR Center's partner agency participants are receiving relevant, actionable information.

#### Operational Support

- The Board will act as a source of input and support for ongoing operational matters. Through their IPR Center counterparts, officials in the field will be able to solicit contacts and cooperation from the board members and their industry cohorts.

#### Trainings

- The Board will coordinate trainings for enforcement officials on IP related subject matter as needed.

#### Issue-specific Projects

- The Board will serve as a platform for carrying out issue-specific projects relating to operational IP matters. Board initiated projects may be identified by Industry leaders, participating enforcement personnel, or the co-chairs. Industry leaders, experts, and intermediaries will be called upon to coordinate and execute on relevant projects as-needed, in conjunction with the IPR Center participants and IACC staff.

#### **Additional Information**

A database of experts will be created that can be called upon to provide input relating to the specific needs of the Board, Homeland Security Investigations and the IPR Center partner agencies. Areas of expertise will include enforcement, legal, technology, small and medium-sized businesses and other relevant areas. We will also have an intermediary group that will include marketplaces, payment providers, shippers, search engines and social media platforms.

*[Signature]*

**OFFICE OF THE CITY ATTORNEY**  
**OUTSIDE EMPLOYMENT APPROVAL FORM**  
**ATTORNEY**

RECEIVED

MAR 13 2019

HUMAN RESOURCES

Name: Jeffrey L. Goss

Date of Request: 03-05-2019

City Attorney Branch/Section: Civ. Lit/ B&C Lit.

Outside Title/Position: Attorney of Record

Outside Employer Name and address:

Number of hours per week: Less than 1

Law Office of Jeffrey L. Goss

Outside Work Schedule days/times: None

1025 Granville Ave Apt 6 LA 90049

Phone Number: \_\_\_\_\_

Type of Work: Settlement attempt b4 sub-out. Start and End Date: 03-18-19 / 04-19-19

**ALL OUTSIDE EMPLOYMENT MUST BE RENEWED ON AN ANNUAL BASIS**

**Factors to Consider**

Note: If any of factors 1 through 5 apply, the Ethics Ordinance requires that the request be denied.

Yes      No

1. Whether the payment or the services (paid or unpaid) to be provided creates the appearance of or involves actual use of public office or employment or the time, facilities, equipment or supplies of the official's agency, for private gain;

2. Whether the payment, services for which the payment would be received, or unpaid services involves the acceptance by the official of any money or other consideration from anyone other than his or her agency for the performance of an act which the official, if not performing such act for the outside source of income, would be required or expected to render in the regular course of his or her duties as a City official;

3. Whether the City official is in a position to make, to participate in making, or to influence a potential governmental decision that could foreseeably have a material financial effect on the source of income;

4. Whether the payment or services for which the payment would be received involves the performance of any act in other than an official capacity which may later be subject to the control, inspection, review, audit or enforcement of any other official of his or her agency;

5. Whether the services involve such time demands that would render the official's performance of his or her official duties less efficient.

6. Whether the outside services might result in conflicts between the City and an outside client that will hinder the official's services to the City.

7. Are any issues of municipal law involved? If so, describe: \_\_\_\_\_

8. Are you representing a person or entity in a proceeding where you will be taking a position adverse to another municipality? If so, describe: \_\_\_\_\_

9. Will you receive any remuneration for your employment? If so, list the approximate amount:  
Contingency fee of 25% of settlement.

Please be advised that any and all current authorization for outside employment that may be in effect during the time an employee is on FMLA or Personal Medical Leave will be suspended through the duration of the leave.

**APPROVED BY**

John [Signature]

Date: 7/11/19

Date: 7.12.15

Supervisor

JK

Branch Chief

Date: 3/12/19

Chief of Staff

"If the employment is with a "restricted source," you must also obtain approval from the Ethics Commission. LAMC §49.5.7.C.2. This includes anyone who does or seeks to do business with the City Attorney, anyone who has attempted to influence you in a legislative or administrative action which would have a direct material financial effect on that person, a lobbyist or lobbying firm, that seeks to influence decisions of the City Attorney, and a person who is a party to a proceeding involving a license, permit or other entitlement for use pending before you."

Addendum to Outside Employment Approval Form

*Dennison, et al. v. Rosland Capital, LLC, et al.*; LASC Case No. SS029327

In the year before I joined the Office of the Los Angeles City Attorney, I brought two cases on behalf of William Dennison, a retired naval aviator and close family friend I have known for more than forty years. One case was quickly resolved to the satisfaction of all parties. The second matter names Los Angeles-based Rosland Capital, LLC, and Matthew Smith (a former Rosland Capital employee). The Rosland Capital matter remains pending, though it is currently stayed while Defendants appeal the trial court's denial of Defendants' Petition to Compel Arbitration.

I seek permission to continue my representation of Capt. Dennison in the Rosland Capital matter to undertake efforts to settle the matter. I believe a settlement opportunity exists given the recent denial of the petition to compel arbitration.

To the extent the Parties fail to resolve the matter through settlement, I will substitute out of the matter. I have already held discussions regarding such an outcome with my client and with two attorneys interested in the matter. With respect to the appeal, I will not be involved beyond providing appellate counsel with access to the underlying case file and answering any questions.

I am available to answer any questions related to the above.

*MP* RECEIVED

JUN 20 2019

**OFFICE OF THE CITY ATTORNEY  
OUTSIDE EMPLOYMENT APPROVAL FORM  
ATTORNEY**

HUMAN RESOURCES

Name: Michael Heinrichs

Date of Request: 5/21/19

City Attorney Branch/Section: Municipal Housing

Outside Title/Position: AirBnB Host

Outside Employer Name and Address:

AirBnB (Hosting Platform)

Number of hours per week: Approx. 2-4 hrs./wk.

888 Brannan St, San Francisco, CA 94103

Phone Number: [REDACTED]

Type of Work: AirBnB rental in ADU

Start and End Date: July 2019 - Open

7/1/19 - 6/30/20 (yph)

**ALL OUTSIDE EMPLOYMENT MUST BE RENEWED ON AN ANNUAL BASIS**

**Factors to Consider**

Note: If any of factors 1 through 5 apply, the Ethics Ordinance requires that the request be denied.

1. Whether the payment or the services (paid or unpaid) to be provided creates the appearance of or involves actual use of public office or employment or the time, facilities, equipment or supplies of the official's agency, for private gain;
2. Whether the payment, services for which payment would be received, or unpaid services involves the acceptance by the official of any money or other consideration from anyone other than his or her agency for the performance of an act which the official, if not performing such act for the outside source of income, would be required or expected to render in the regular course or of his or her duties as a City official;
3. Whether the City official is in a position to make, to participate in making, or to influence a potential governmental decision that could foreseeably have a material financial effect on the source of income;
4. Whether the payment or services for which the payment would be received involves the performance of any act in other than an official capacity which may later be subject to the control, inspection, review, audit or enforcement of any other official of his or her agency;
5. Whether the services involve such time demands that would render the official's performance of his or her official duties less efficient.
6. Whether the outside services might result in conflicts between the City and an outside client that will hinder the official's services to the City.
7. Are any issues of municipal law involved? If so, describe: Compliance with City's Home Sharing Ordinance
8. Are you representing a person or entities in a proceeding where you will be taking a position adverse to another municipality? If so, describe:

9. Will you receive any remuneration for your employment? If so, list the approximate amount: A maximum (approximately) of \$10,000.00/year

APPROVED BY:

Craig Felt

Date: 5/21/19

Qiu

Date: 5/28/19

Supervisor

James P. Clark

Date: 5/15/19

Branch Chief

Chief of Staff Deputy

If the employment is with a "restricted source," you must also obtain approval from the Ethics Commission. LAMC § 49.5.7.C.2. This includes anyone who does or seeks to do business with the City Attorney, anyone who has attempted to influence you in a legislative or administrative action which would have a direct material financial effect on that person, a lobbyist or lobbying firm that seeks to influence decisions of the City Attorney, and a person who is a party to a proceeding involving a license, permit or other entitlement for use pending before you.

**\* Please See Attached Addendum**

## Addendum to Outside Employment Approval Form

Requesting Attorney: Michael Heinrichs

To City Attorney Management:

I recently completed a construction project at my single-family home on Genesee Avenue in Mid-City that converted my existing, detached garage into an accessory dwelling unit (ADU). The ADU is a studio space totaling approximately 300 square feet along with a full bathroom and kitchenette. The construction was completed with all necessary permits from LADBS pursuant to the City's Accessory Dwelling Unit Ordinance.

While my primary motivation for building the ADU was to have extra space for out-of-town friends and family who come to visit, I am also interested in registering the ADU under the City's new Home-Sharing Ordinance (Ordinance No. 185931) so that I can periodically rent out the space on AirBnB when it is not being used by friends and family. The home-sharing ordinance's basic registration allows owners of single-family properties to rent out ADU's on their property for up to 120 days per year, so long as the property is that owner's primary residence. The Genesee Avenue property where the ADU is located is my primary residence, and I only plan to rent this ADU out for 120 days or less each year. AirBnB is one of the hosting platforms that has a Platform Agreement with the City, and they directly collect any transient occupancy taxes for the ADU rental and remit them to the City.

As the intermediary platform, AirBnB (not each host) charges guests for a booking, and then after taking a portion of that total booking amount for AirBnB's own platform fee, as well as amounts for applicable taxes, AirBnB pays each host the remaining portion of the booking fee as income. In order to prevent potential discrimination by hosts, each host on AirBnB's platform does not know the full identity of a guest until after their reservation is accepted. Again, guests do not pay AirBnB hosts directly, but because they are essentially paying each host through AirBnB as an intermediary, accepting bookings as an AirBnB host could be interpreted as a host accepting separate, outside earned income from each guest who books the unit during the year.

While I work for the Housing Division on development matters and HCIDLA is my primary client agency, my single-family home and the attached ADU on the same lot are not subject to the City's Rent Stabilization Ordinance (while my house was built before 1978, the ADU is new). Since HCIDLA only regulates multi-family dwellings and other units subject to the RSO, and since I do not otherwise work on matters related to the City Planning Department or the Office of Finance, I do not foresee any situation where my work would create an actual conflict with my plans to be an AirBnB host. I am also able to perform my limited hosting duties outside of work hours so that my role as a host should not otherwise affect my job responsibilities. If my request is approved, I will disclose any income that I receive from AirBnB on my annual Form 700.

Please feel free to contact me at [REDACTED], or by email, if you have any questions. Thank you in advance.

Regards,

Michael Heinrichs

*TP* RECEIVED  
DEC 21 2018

HUMAN RESOURCES

OFFICE OF THE CITY ATTORNEY  
OUTSIDE EMPLOYMENT APPROVAL FORM  
SUPPORT STAFF

Name: Wanda Hudson

Date of Request: 12/21/2018

City Attorney Branch/Section: HR

Outside Title/Position: Associate

Outside Employer Name and Address:

Number of hours per week: 2-10

World Financial Group  
550 E. Carson Plaza Dr., #127  
Carson, CA 90746

Outside Work Schedule days/times: Varies

Type of Work: Financial Services

Phone Number: [REDACTED]

Start and End Date: 11/1/19 - 12/31/19

ALL OUTSIDE EMPLOYMENT MUST BE RENEWED ON AN ANNUAL BASIS

**Factors to Consider**

Note: If any of factors 1 through 5 apply, the Ethics Ordinance requires that the request be denied.

Yes	No
<input type="checkbox"/>	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/>	<input type="checkbox"/>

1. Whether the payment or the services (paid or unpaid) to be provided creates the appearance of or involves actual use of employment or the time, facilities, equipment or supplies of the employee's agency, for private gain;

2. Whether the payment, services for which payment would be received, or unpaid services involves the acceptance by the employee of any money or other consideration from anyone other than his or her agency for the performance of an act which the employee, if not performing such act for the outside source of income, would be required or expected to render in the regular course or of his or her duties as a City employee;

3. Whether the City employee is in a position to make, to participate in making, or to influence a potential governmental decision that could foreseeably have a material financial effect on the source of income;

4. Whether the payment or services for which the payment would be received involves the performance of any act in other than an employee capacity which may later be subject to the control, inspection, review, audit or enforcement of any other employee of his or her agency;

5. Whether the services involve such time demands that would render the employee's performance of his or her City duties less efficient.

6. Whether the outside services might result in conflicts between the City and an outside client that will hinder the employee's services to the City.

7. Will you receive any remuneration for your employment? If so, list the approximate amount:

Varies - Commission

APPROVED BY:

*ABG*  
Supervisor

Date: 12/21/18 \_\_\_\_\_ Date: \_\_\_\_\_

Branch Chief

*UR*  
Date: 12/21/18

Chief of Staff

\*If the employment is with a "restricted source," you must also obtain approval from the Ethics Commission. LAMC §49.5.7.C.2. This includes anyone who does or seeks to do business with the City Attorney, anyone who has attempted to influence you in a legislative or administrative action which would have a direct material financial effect on that person, a lobbyist or lobbying firm that seeks to influence decisions of the City Attorney, and a person who is party to a proceeding involving a license, permit or other entitlement for use pending before you.

*VJ* RECEIVED

DEC 21 2018

**OFFICE OF THE CITY ATTORNEY  
OUTSIDE EMPLOYMENT APPROVAL FORM  
ATTORNEY**

HUMAN RESOURCES

Name: DAN JEFFRIES

Date of Request: 12/20/18

City Attorney Branch/Section: Criminal

Outside Title/Position: LCUSD Board Member

Outside Employer Name and Address:

Number of hours per week: Approx 10 to 20

LCUSD

Outside Work Schedule days/times: Varies

4490 CORNIS HILL AVE, LA CANADA 91011

Phone Number: [REDACTED]

Type of Work: Election School Board Member Start and End Date: 12/2014, CURRENT

**ALL OUTSIDE EMPLOYMENT MUST BE RENEWED ON AN ANNUAL BASIS**

**Factors to Consider**

Note: If any of factors 1 through 5 apply, the Ethics Ordinance requires that the request be denied.

1. Whether the payment or the services (paid or unpaid) to be provided creates the appearance of or involves actual use of public office or employment or the time, facilities, equipment or supplies of the official's agency, for private gain;

2. Whether the payment, services for which payment would be received, or unpaid services involves the acceptance by the official of any money or other consideration from anyone other than his or her agency for the performance of an act which the official, if not performing such act for the outside source of income, would be required or expected to render in the regular course or of his or her duties as a City official;

3. Whether the City official is in a position to make, to participate in making, or to influence a potential governmental decision that could foreseeably have a material financial effect on the source of income;

4. Whether the payment or services for which the payment would be received involves the performance of any act in other than an official capacity which may later be subject to the control, inspection, review, audit or enforcement of any other official of his or her agency;

5. Whether the services involve such time demands that would render the official's performance of his or her official duties less efficient.

6. Whether the outside services might result in conflicts between the City and an outside client that will hinder the official's services to the City.

7. Are any issues of municipal law involved? If so, describe: \_\_\_\_\_

8. Are you representing a person or entities in a proceeding where you will be taking a position adverse to another municipality? If so, describe: \_\_\_\_\_

9. Will you receive any remuneration for your employment? If so, list the approximate amount: \_\_\_\_\_

APPROVED BY:

Supervisor

*[Signature]*  
JAC

Date: 12/20/18

Date: 12/21/18

Branch Chief

Date: 12/29/18

Chief of Staff

\*If the employment is with a "restricted source," you must also obtain approval from the Ethics Commission. LAMC § 49.5.7.C.2. This includes anyone who does or seeks to do business with the City Attorney, anyone who has attempted to influence you in a legislative or administrative action which would have a direct material financial effect on that person, a lobbyist or lobbying firm that seeks to influence decisions of the City Attorney, and a person who is a party to a proceeding involving a license, permit or other entitlement for use pending before you.

✓  
RECEIVED  
JUN 13 2019 *and*

**OFFICE OF THE CITY ATTORNEY**  
**OUTSIDE EMPLOYMENT APPROVAL FORM**  
**ATTORNEY**

Name: Leela Kapur

City Attorney Branch/Section: Executive

Outside Employer Name and Address:

Valley Village (nonprofit)

20830 Sherman Way

Winnetka Ca 91304

Type of Work: President, Board of

Directors

Date of Request: 6/12/19

Outside Title/Position: President

Number of hours per week: average 3-4 hrs

Outside Work Schedule days/times: venues (weekends, evenings)

Phone Number: 213-978-8357

Start and End Date: 7/1/19 / 6/30/20

**HUMAN RESOURCES**

**ALL OUTSIDE EMPLOYMENT MUST BE RENEWED ON AN ANNUAL BASIS**

**Factors to Consider**

Note: If any of factors 1 through 5 apply, the Ethics Ordinance requires that the request be denied.

1. Whether the payment or the services (paid or unpaid) to be provided creates the appearance of or involves actual use of public office or employment or the time, facilities, equipment or supplies of the official's agency, for private gain;

Yes  No

2. Whether the payment, services for which payment would be received, or unpaid services involves the acceptance by the official of any money or other consideration from anyone other than his or her agency for the performance of an act which the official, if not performing such act for the outside source of income, would be required or expected to render in the regular course or of his or her duties as a City official;

3. Whether the City official is in a position to make, to participate in making, or to influence a potential governmental decision that could foreseeably have a material financial effect on the source of income;

4. Whether the payment or services for which the payment would be received involves the performance of any act in other than an official capacity which may later be subject to the control, inspection, review, audit or enforcement of any other official of his or her agency;

5. Whether the services involve such time demands that would render the official's performance of his or her official duties less efficient.

6. Whether the outside services might result in conflicts between the City and an outside client that will hinder the official's services to the City.

7. Are any issues of municipal law involved? If so, describe: \_\_\_\_\_

8. Are you representing a person or entities in a proceeding where you will be taking a position adverse to another municipality? If so, describe: \_\_\_\_\_

9. Will you receive any remuneration for your employment? If so, list the approximate amount: \_\_\_\_\_

**APPROVED BY:**

✓ N. K. Kapur

Supervisor Date: 6/12/19 Branch Chief Date: \_\_\_\_\_

Date: 6/12/19

Chief of Staff City Attorney

\*If the employment is with a "restricted source," you must also obtain approval from the Ethics Commission. LAMC § 49.5.7.C.2. This includes anyone who does or seeks to do business with the City Attorney, anyone who has attempted to influence you in a legislative or administrative action which would have a direct material financial effect on that person, a lobbyist or lobbying firm that seeks to influence decisions of the City Attorney, and a person who is a party to a proceeding involving a license, permit or other entitlement for use pending before you.

RECEIVED  
OCT 01 2019

**OFFICE OF THE CITY ATTORNEY  
OUTSIDE EMPLOYMENT APPROVAL FORM**

**ATTORNEY**

Name: Benjamin Karabian

City Attorney Branch/Section: Criminal - Metro

Outside Employer Name and Address:

Benjamin W. Karabian

[REDACTED] Calabasas, CA 91301

Type of Work: Administrative / Employment

Date of Request: 9/1/19

**HUMAN RESOURCES**

Outside Title/Position: Legal Assistant

Number of hours per week: 2 - no work on City time

12-1pm, after 5pm

Outside Work Schedule days/times: Mon-Wed

Phone Number: [REDACTED]

Start and End Date: 9/8/19 / 12/31/19

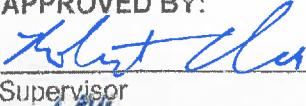
**ALL OUTSIDE EMPLOYMENT MUST BE RENEWED ON AN ANNUAL BASIS**

**Factors to Consider**

Note: If any of factors 1 through 5 apply, the Ethics Ordinance requires that the request be denied.

	Yes	No
1. Whether the payment or the services (paid or unpaid) to be provided creates the appearance of or involves actual use of public office or employment or the time, facilities, equipment or supplies of the official's agency, for private gain;	<input type="checkbox"/>	<input checked="" type="checkbox"/>
2. Whether the payment, services for which payment would be received, or unpaid services involves the acceptance by the official of any money or other consideration from anyone other than his or her agency for the performance of an act which the official, if not performing such act for the outside source of income, would be required or expected to render in the regular course or of his or her duties as a City official;	<input type="checkbox"/>	<input checked="" type="checkbox"/>
3. Whether the City official is in a position to make, to participate in making, or to influence a potential governmental decision that could foreseeably have a material financial effect on the source of income;	<input type="checkbox"/>	<input checked="" type="checkbox"/>
4. Whether the payment or services for which the payment would be received involves the performance of any act in other than an official capacity which may later be subject to the control, inspection, review, audit or enforcement of any other official of his or her agency;	<input type="checkbox"/>	<input checked="" type="checkbox"/>
5. Whether the services involve such time demands that would render the official's performance of his or her official duties less efficient.	<input type="checkbox"/>	<input checked="" type="checkbox"/>
6. Whether the outside services might result in conflicts between the City and an outside client that will hinder the official's services to the City.	<input type="checkbox"/>	<input checked="" type="checkbox"/>
7. Are any issues of municipal law involved? If so, describe: _____	<input type="checkbox"/>	<input checked="" type="checkbox"/>
8. Are you representing a person or entities in a proceeding where you will be taking a position adverse to another municipality? If so, describe: _____	<input type="checkbox"/>	<input checked="" type="checkbox"/>
9. Will you receive any remuneration for your employment? If so, list the approximate amount: <small>Ten percent (10%) of any amount recovered which could be up to three thousand dollars (\$3,000)</small>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

**APPROVED BY:**

  
Supervisor  
[Signature]

Date: 9/16/19

Date: 9/30/19

  
Branch Chief

Date: 9/17/2019

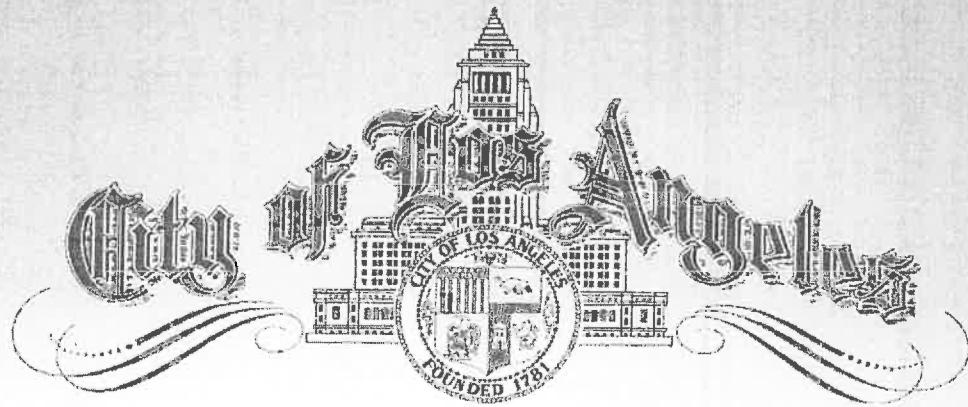
Chief of Staff

\*If the employment is with a "restricted source," you must also obtain approval from the Ethics Commission. LAMC § 49.5.7.C.2. This includes anyone who does or seeks to do business with the City Attorney, anyone who has attempted to influence you in a legislative or administrative action which would have a direct material financial effect on that person, a lobbyist or lobbying firm that seeks to influence decisions of the City Attorney, and a person who is a party to a proceeding involving a license, permit or other entitlement for use pending before you.

RECEIVED

OCT 01 2019

HUMAN RESOURCES



**MICHAEL N. FEUER**  
CITY ATTORNEY

TO: Personnel

FROM: Ben Karabian

RE: Outside Employment Authorization – Robert Brooks

DATE: 9/1/19

---

This memo is intended to provide additional information in support of my outside employment authorization form (attached).

Robert Brooks, a retired physician, was employed by the State of California for a few years before his ultimate retirement. Subsequent to a class action settlement that exempted physicians hired in his MOU from contributing to their pension, Mr. Brooks received a partial reimbursement for his pension contributions. He believes that the State of California Controller's Office committed an accounting error and has asked if I would assist him in compiling his records and bringing it to the Controller's attention.

I intend to be retained on a contingency fee basis and earn ten percent (10%) of the amount I recover through compiling Mr. Brooks' records and submitting a claim to the Controller's office. The total amount of the discrepancy is less than thirty-thousand dollars (\$30,000.00), and thus my fee would likely be limited to less than three-thousand dollars (\$3,000.00). All work will be completed on my own time and either at my residence or Mr. Brooks' in Los Angeles.

Sincerely,

A handwritten signature in black ink, appearing to read "Benjamin W. Karabian".

Benjamin W. Karabian  
Supervising Attorney  
Metropolitan Branch

*✓* RECEIVED  
OCT 01 2019  
HUMAN RESOURCES

**OFFICE OF THE CITY ATTORNEY**  
**OUTSIDE EMPLOYMENT APPROVAL FORM**

ATTORNEY

Name: Benjamin Karabian

Date of Request: 9/1/19

City Attorney Branch/Section: Criminal - Metro

Outside Title/Position: Attorney

Outside Employer Name and Address:

Benjamin W. Karabian  
[REDACTED]

Number of hours per week: 2 - no work on City time

12-1pm, after 5pm

[REDACTED] Calabasas, CA 91301

Outside Work Schedule days/times: Mon-Wed

Type of Work: Property/ Real Estate

Phone Number: [REDACTED]

Start and End Date: 9/8/19 / 12/31/19

**ALL OUTSIDE EMPLOYMENT MUST BE RENEWED ON AN ANNUAL BASIS**

**Factors to Consider**

Note: If any of factors 1 through 5 apply, the Ethics Ordinance requires that the request be denied.

Yes No

1. Whether the payment or the services (paid or unpaid) to be provided creates the appearance of or involves actual use of public office or employment or the time, facilities, equipment or supplies of the official's agency, for private gain;
2. Whether the payment, services for which payment would be received, or unpaid services involves the acceptance by the official of any money or other consideration from anyone other than his or her agency for the performance of an act which the official, if not performing such act for the outside source of income, would be required or expected to render in the regular course of his or her duties as a City official;
3. Whether the City official is in a position to make, to participate in making, or to influence a potential governmental decision that could foreseeably have a material financial effect on the source of income;
4. Whether the payment or services for which the payment would be received involves the performance of any act in other than an official capacity which may later be subject to the control, inspection, review, audit or enforcement of any other official of his or her agency;
5. Whether the services involve such time demands that would render the official's performance of his or her official duties less efficient;
6. Whether the outside services might result in conflicts between the City and an outside client that will hinder the official's services to the City;
7. Are any issues of municipal law involved? If so, describe: \_\_\_\_\_
8. Are you representing a person or entities in a proceeding where you will be taking a position adverse to another municipality? If so, describe: \_\_\_\_\_
9. Will you receive any remuneration for your employment? If so, list the approximate amount:  
*\$5,000 UPON SALE OF HOME - SEE ATTACHMENT*

**APPROVED BY:**

*Holmes*  
Supervisor  
*HAC*

Date:

9/16/19

Date:

9/30/19

*H. O. Drotler*  
Branch Chief

Date:

9/17/2019

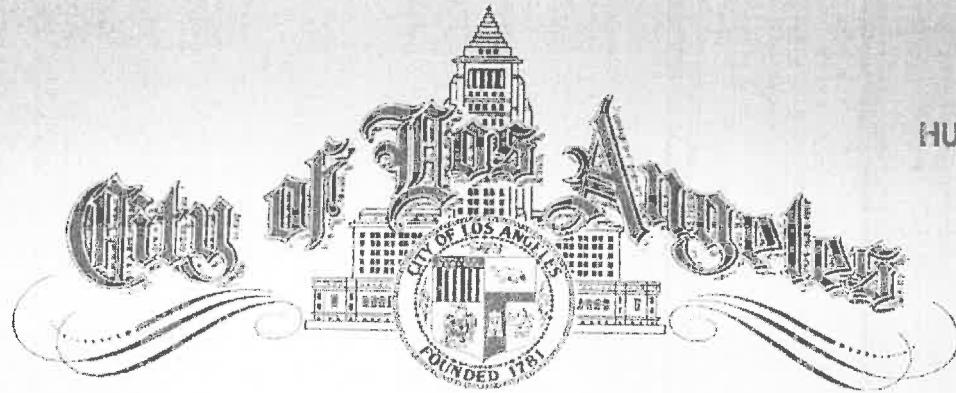
Chief of Staff

\*If the employment is with a "restricted source," you must also obtain approval from the Ethics Commission. LAMC § 49.5.7.C.2. This includes anyone who does or seeks to do business with the City Attorney, anyone who has attempted to influence you in a legislative or administrative action which would have a direct material financial effect on that person, a lobbyist or lobbying firm that seeks to influence decisions of the City Attorney, and a person who is a party to a proceeding involving a license, permit or other entitlement for use pending before you.

RECEIVED

OCT 01 2019

HUMAN RESOURCES



**MICHAEL N. FEUER**  
CITY ATTORNEY

TO: Personnel

FROM: Ben Karabian

RE: Outside Employment Authorization - Patricia Vartan

DATE: 9/1/19

---

This memo is intended to provide additional information in support of my outside employment authorization form (attached).

Patricia Vartan, my fraternal aunt, is part owner of a single-family home in Fresno, California, estimated to be worth less than two hundred thousand dollars (\$200,000.00). She was bequeathed her interest in the property by a relative who also left the property to six other relatives (3 of whom are deceased). The property is titled in the name of all six individuals. The living owners of the property wish to sell it, but due to the title a forced sale action will have to be initiated.

I intend to be retained on a contingency fee basis and charge five thousand dollars (\$5,000.00) upon sale of the property, plus any filing fees and expenses. The scope of my work is limited to the forced sale action. All work will be completed on my own time at my residence. It is likely that at least one hearing will require attendance in Fresno, California. If such attendance at a hearing is required, I will use my own time for the day it will likely take to conduct the hearing.

Sincerely,

A handwritten signature in black ink, appearing to read "Benjamin W. Karabian".

Benjamin W. Karabian  
Supervising Attorney  
Metropolitan Branch

✓/J

**OFFICE OF THE CITY ATTORNEY  
OUTSIDE EMPLOYMENT APPROVAL FORM  
ATTORNEY**

RECEIVED

NOV 15 2019

HUMAN RESOURCES

Name: Benjamin Karabian

Date of Request: 11/6/19

City Attorney Branch/Section: Criminal - Metro

Outside Title/Position: Attorney - Civil

Outside Employer Name and address:

Number of hours per week: 1, None or  
1, City Time

SELF

Outside Work Schedule days/times: No Regular Schedule

Phone Number: [REDACTED]

Type of Work: Contract Dispute Resolution  
(SEE ATTACHED)

Start and End Date: DATE OF APPROVAL 11/14/19  
12/31/19

**ALL OUTSIDE EMPLOYMENT MUST BE RENEWED ON AN ANNUAL BASIS**

**Factors to Consider**

Note: If any of factors 1 through 5 apply, the Ethics Ordinance requires that the request be denied.

Yes      No

1. Whether the payment or the services (paid or unpaid) to be provided creates the appearance of or involves actual use of public office or employment or the time, facilities, equipment or supplies of the official's agency, for private gain;

2. Whether the payment, services for which the payment would be received, or unpaid services involves the acceptance by the official of any money or other consideration from anyone other than his or her agency for the performance of an act which the official, if not performing such act for the outside source of income, would be required or expected to render in the regular course of his or her duties as a City official;

3. Whether the City official is in a position to make, to participate in making, or to influence a potential governmental decision that could foreseeably have a material financial effect on the source of income;

4. Whether the payment or services for which the payment would be received involves the performance of any act in other than an official capacity which may later be subject to the control, inspection, review, audit or enforcement of any other official of his or her agency;

5. Whether the services involve such time demands that would render the official's performance of his or her official duties less efficient.

6. Whether the outside services might result in conflicts between the City and an outside client that will hinder the official's services to the City.

7. Are any issues of municipal law involved? If so, describe: \_\_\_\_\_

8. Are you representing a person or entity in a proceeding where you will be taking a position adverse to another municipality? If so, describe: \_\_\_\_\_

9. Will you receive any remuneration for your employment? If so, list the approximate amount: \_\_\_\_\_

Please be advised that any and all current authorization for outside employment that may be in effect during the time an employee is on FMLA or Personal Medical Leave will be suspended through the duration of the leave.

APPROVED BY:

Karen L. Karp

Date: 11/12/19

Branch Chief

4 MC

Monique Date: 11/12/19

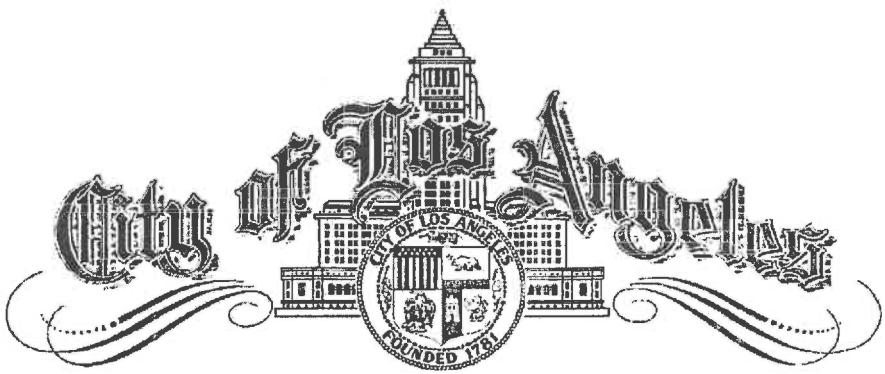
Supervisor

Benjamin Karabian

Date: 11/14/19

Chief of Staff

If the employment is with a "restricted source," you must also obtain approval from the Ethics Commission. LAMC §49.5.7.C.2. This includes anyone who does or seeks to do business with the City Attorney, anyone who has attempted to influence you in a legislative or administrative action which would have a direct material financial effect on that person, a lobbyist or lobbying firm, that seeks to influence decisions of the City Attorney, and a person who is a party to a proceeding involving a license, permit or other entitlement for use pending before you.



**MICHAEL N. FEUER**  
CITY ATTORNEY

TO: Personnel

FROM: Ben Karabian

RE: Outside Employment Authorization – Stephen Bender

DATE: 11/6/19

---

This memo is in support of my request for approval for outside employment in a minor contract dispute.

Mr. Stephen Bender, of Agoura Hills, is in a dispute with a cleaning service over work they agreed to perform. The matter will likely be resolved quickly after a settlement discussion and drafting of a release.

Mr. Bender has no past or pending matters with the City. Assisting him will not compromise my performance in my current position in any way, and I will notify the Office promptly if the work overlaps with any leave status, and prior to any overlap.

Note, the previous outside employment authorization the Office granted me to assist Patricia Vartan in a probate sale matter is no longer needed as that work is now not scheduled to begin until next year, if at all.

Sincerely,

A handwritten signature in black ink, appearing to read "BL".

Benjamin W. Karabian

RECEIVED  
DEC 21 2018

**OFFICE OF THE CITY ATTORNEY**  
**OUTSIDE EMPLOYMENT APPROVAL FORM**

ATTORNEY

Name: Benjamin KARABIAN

Date of Request: 12/20/18 HUMAN RESOURCES

City Attorney Branch/Section: METRO - Criminal

Outside Title/Position: Probate Attorney

Outside Employer Name and Address:

Number of hours per week: 24 PER YEAR

GEORGE IGNATIUS Foundation

Outside Work Schedule days/times: N/A

800 Wilshire Blvd., LA, CA 90017

Phone Number: [REDACTED]

Type of Work: Probate

Start and End Date: 1/1/19 - 12/31/19

**ALL OUTSIDE EMPLOYMENT MUST BE RENEWED ON AN ANNUAL BASIS**

*NOT COMPLETED ON  
CITY TIME*

**Factors to Consider**

Note: If any of factors 1 through 5 apply, the Ethics Ordinance requires that the request be denied.

	Yes	No
1. Whether the payment or the services (paid or unpaid) to be provided creates the appearance of or involves actual use of public office or employment or the time, facilities, equipment or supplies of the official's agency, for private gain;	<input type="checkbox"/>	<input checked="" type="checkbox"/>
2. Whether the payment, services for which payment would be received, or unpaid services involves the acceptance by the official of any money or other consideration from anyone other than his or her agency for the performance of an act which the official, if not performing such act for the outside source of income, would be required or expected to render in the regular course or of his or her duties as a City official;	<input type="checkbox"/>	<input checked="" type="checkbox"/>
3. Whether the City official is in a position to make, to participate in making, or to influence a potential governmental decision that could foreseeably have a material financial effect on the source of income;	<input type="checkbox"/>	<input checked="" type="checkbox"/>
4. Whether the payment or services for which the payment would be received involves the performance of any act in other than an official capacity which may later be subject to the control, inspection, review, audit or enforcement of any other official of his or her agency;	<input type="checkbox"/>	<input checked="" type="checkbox"/>
5. Whether the services involve such time demands that would render the official's performance of his or her official duties less efficient.	<input type="checkbox"/>	<input checked="" type="checkbox"/>
6. Whether the outside services might result in conflicts between the City and an outside client that will hinder the official's services to the City.	<input type="checkbox"/>	<input checked="" type="checkbox"/>
7. Are any issues of municipal law involved? If so, describe: _____	<input type="checkbox"/>	<input checked="" type="checkbox"/>

8. Are you representing a person or entities in a proceeding where you will be taking a position adverse to another municipality? If so, describe: \_\_\_\_\_

9. Will you receive any remuneration for your employment? If so, list the approximate amount:

\$7,000 - \$9,000 for CY 2019

*(SEE ATTACHED)*

APPROVED BY:

Robert J. Lee  
Supervisor UAC

Date: 12/20/18

Date: 12/21/18

Mark Moladi  
Branch Chief

Date: 12/20/2018

Chief of Staff

\*If the employment is with a "restricted source," you must also obtain approval from the Ethics Commission. LAMC § 49.5.7.C.2. This includes anyone who does or seeks to do business with the City Attorney, anyone who has attempted to influence you in a legislative or administrative action which would have a direct material financial effect on that person, a lobbyist or lobbying firm that seeks to influence decisions of the City Attorney, and a person who is a party to a proceeding involving a license, permit or other entitlement for use pending before you.

RECEIVED  
DEC 21 2018

**OFFICE OF THE CITY ATTORNEY**  
**OUTSIDE EMPLOYMENT APPROVAL FORM**

ATTORNEY

Name: Benjamin Kuzabian

Date of Request: 12/20/18 HUMAN RESOURCE

City Attorney Branch/Section: Criminal - Metro

Outside Title/Position: LEGAL OFFICER

Outside Employer Name and Address:

Number of hours per week: 5 PER MONTH

USAF - Civil Air Patrol

Outside Work Schedule days/times: N/A

MAXWELL AFB, ALABAMA, 36612

Phone Number: [REDACTED]

Type of Work: ADMINISTRATIVE LAW

Start and End Date: 1/1/19 - 12/31/19

NOT TO BE  
COMPENSATED ON  
CITY TIME

**ALL OUTSIDE EMPLOYMENT MUST BE RENEWED ON AN ANNUAL BASIS**

**Factors to Consider**

Note: If any of factors 1 through 5 apply, the Ethics Ordinance requires that the request be denied.

Yes      No

1. Whether the payment or the services (paid or unpaid) to be provided creates the appearance of or involves actual use of public office or employment or the time, facilities, equipment or supplies of the official's agency, for private gain;

2. Whether the payment, services for which payment would be received, or unpaid services involves the acceptance by the official of any money or other consideration from anyone other than his or her agency for the performance of an act which the official, if not performing such act for the outside source of income, would be required or expected to render in the regular course or of his or her duties as a City official;

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4. Whether the payment or services for which the payment would be received involves the performance of any act in other than an official capacity which may later be subject to the control, inspection, review, audit or enforcement of any other official of his or her agency;

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6. Whether the outside services might result in conflicts between the City and an outside client that will hinder the official's services to the City.

7. Are any issues of municipal law involved? If so, describe: \_\_\_\_\_

8. Are you representing a person or entities in a proceeding where you will be taking a position adverse to another municipality? If so, describe: \_\_\_\_\_

9. Will you receive any remuneration for your employment? If so, list the approximate amount: \_\_\_\_\_

(MEMO ATTACHED)

APPROVED BY:

Robert Clark

Date: 12/20/18

W. D. Jackson

Date: 12/20/2018

Supervisor

BK

Date: 12/21/18

Branch Chief

Chief of Staff

\*If the employment is with a "restricted source," you must also obtain approval from the Ethics Commission. LAMC § 49.5.7.C.2. This includes anyone who does or seeks to do business with the City Attorney, anyone who has attempted to influence you in a legislative or administrative action which would have a direct material financial effect on that person, a lobbyist or lobbying firm that seeks to influence decisions of the City Attorney, and a person who is a party to a proceeding involving a license, permit or other entitlement for use pending before you.

RECEIVED

JUL 16 2019

*SPC*

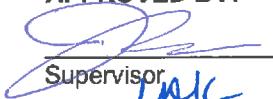
**OFFICE OF THE CITY ATTORNEY  
OUTSIDE EMPLOYMENT APPROVAL FORM  
ATTORNEY**

**HUMAN RESOURCES**Name: NICK KARNODate of Request: 7/10/19City Attorney Branch/Section: Criminal / EJUOutside Title/Position: President / Co-founder

Outside Employer Name and Address:

Number of hours per week: 5Climate Cents (www.climatecents.org)Outside Work Schedule days/times: Nights / WeekendsP.O. Box 4, Culver City, CA 90232Type of Work: Environmental Non-ProfitPhone Number: ██████████Start and End Date: 8/1/19, 8/1/207/31/20(wph)**ALL OUTSIDE EMPLOYMENT MUST BE RENEWED ON AN ANNUAL BASIS****Factors to Consider****Note:** If any of factors 1 through 5 apply, the Ethics Ordinance requires that the request be denied.

	Yes	No
1. Whether the payment or the services (paid or unpaid) to be provided creates the appearance of or involves actual use of public office or employment or the time, facilities, equipment or supplies of the official's agency, for private gain;	<input type="checkbox"/>	<input checked="" type="checkbox"/>
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3. Whether the City official is in a position to make, to participate in making, or to influence a potential governmental decision that could foreseeably have a material financial effect on the source of income;	<input type="checkbox"/>	<input checked="" type="checkbox"/>
4. Whether the payment or services for which the payment would be received involves the performance of any act in other than an official capacity which may later be subject to the control, inspection, review, audit or enforcement of any other official of his or her agency;	<input type="checkbox"/>	<input checked="" type="checkbox"/>
5. Whether the services involve such time demands that would render the official's performance of his or her official duties less efficient.	<input type="checkbox"/>	<input checked="" type="checkbox"/>
6. Whether the outside services might result in conflicts between the City and an outside client that will hinder the official's services to the City.	<input type="checkbox"/>	<input checked="" type="checkbox"/>
7. Are any issues of municipal law involved? If so, describe: _____	<input type="checkbox"/>	<input checked="" type="checkbox"/>
8. Are you representing a person or entities in a proceeding where you will be taking a position adverse to another municipality? If so, describe: _____	<input type="checkbox"/>	<input checked="" type="checkbox"/>
9. Will you receive any remuneration for your employment? If so, list the approximate amount: _____	<input type="checkbox"/>	<input checked="" type="checkbox"/>

**APPROVED BY:**  
Supervisor NickDate: 7-11-19  
Branch ChiefDate: 7/12/2019

Chief of Staff

Date: 7-15-19*\*No outside work will be done during City time.*

\*If the employment is with a "restricted source," you must also obtain approval from the Ethics Commission. LAMC § 49.5.7.C.2. This includes anyone who does or seeks to do business with the City Attorney, anyone who has attempted to influence you in a legislative or administrative action which would have a direct material financial effect on that person, a lobbyist or lobbying firm that seeks to influence decisions of the City Attorney, and a person who is a party to a proceeding involving a license, permit or other entitlement for use pending before you.

**OFFICE OF THE CITY ATTORNEY**  
**OUTSIDE EMPLOYMENT APPROVAL ATTACHMENT**

Outside Employer:

Climate Cents, a non-profit organization

P.O. Box 4, Culver City, CA 90232

contact: Fred Kramer, Board Chairman (310) 849-3335

Description of Outside Employment:

My title is President and co-founder, but my duties are minimal. Climate Cents is a crowd-funding platform ([www.climatecents.org](http://www.climatecents.org)) for the general public to support local environmental projects that reduce carbon in the atmosphere. The real work is done by the nonprofits that post projects on the site and volunteers. My job is to help develop the platform, find partner nonprofits to help with outreach and marketing, and oversee the development of the organization. I hold presentations and discussions about the organization at various events and meetings.

Description of City duties:

I work as a Deputy City Attorney at the Criminal Branch in the Environmental Justice Unit. My duties involve prosecuting businesses and individuals who have either discharged pollution or are operating a business that is not adhering to environmental laws designed to protect the public health and environment. I litigate cases in the Criminal and Civil courts, and I work with many City, State and Federal agencies, as well as City political offices.

Analysis of the California Rules of Professional Responsibility:

Rule 3-100: Confidential information of a Client – I have no occasion or reason to reveal or discuss any confidential information from any of my cases to anyone. If I refer to any cases I have handled in my capacity as a City Attorney, it will only involve information that is publicly available.

Rule 3-110: Failure to Act Competently – I will make sure that none of my time on Climate Cents will interfere or diminish my work at the City Attorney's office. The time commitment for this position minimal.

Rule 3-300: Avoiding Interests Adverse to Client – I am not entering into a business transaction with a client, or acquiring any ownership or other pecuniary interest, and therefore this rule is inapplicable.

These appear to be the rules that would most apply to this outside employment, but if Human Resources has inquiries re: other rules I am happy to provide answers.

RECEIVED  
OCT 07 2019  
HUMAN RESOURCES

**OFFICE OF THE CITY ATTORNEY  
OUTSIDE EMPLOYMENT APPROVAL FORM  
SUPPORT STAFF**

Name: Jack Kayajian Date of Request: 09/23/19  
City Attorney Branch/Section: Criminal Branch / CJI Outside Title/Position: Boardmember  
Outside Employer Name and Address:  
Armenian National Committee of America - North Valley Chapter  
17422 Chatsworth Street  
Granada Hills, California 91344 Number of hours per week: Approximately 2 hours  
Outside Work Schedule days/times: Weekday evening / weekend  
Type of Work: Volunteer Phone Number: [REDACTED]  
Start and End Date: 09/23/19 / 10/23/2020  
10/1/19 - 9/30/20 (wfh)

**ALL OUTSIDE EMPLOYMENT MUST BE RENEWED ON AN ANNUAL BASIS**

**Factors to Consider**

Note: If any of factors 1 through 5 apply, the Ethics Ordinance requires that the request be denied.

	Yes	No
1. Whether the payment or the services (paid or unpaid) to be provided creates the appearance of or involves actual use of employment or the time, facilities, equipment or supplies of the employee's agency, for private gain;	<input type="checkbox"/>	<input checked="" type="checkbox"/>
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6. Whether the outside services might result in conflicts between the City and an outside client that will hinder the employee's services to the City.	<input type="checkbox"/>	<input checked="" type="checkbox"/>
7. Will you receive any remuneration for your employment? If so, list the approximate amount:	<input type="checkbox"/>	<input checked="" type="checkbox"/>

**APPROVED BY:**

Samuel P. Gruber  
Supervisor

Date: 9/23/19

Branch Chief

Mark Volden  
Date: 10/01/2019

Chief of Staff

Date: 10/7/19

\*If the employment is with a "restricted source," you must also obtain approval from the Ethics Commission. LAMC §49.5.7.C.2. This includes anyone who does or seeks to do business with the City Attorney, anyone who has attempted to influence you in a legislative or administrative action which would have a direct material financial effect on that person, a lobbyist or lobbying firm that seeks to influence decisions of the City Attorney, and a person who is party to a proceeding involving a license, permit or other entitlement for use pending before you.

*[Signature]*  
RECEIVED

OCT 07 2019

HUMAN RESOURCES

OFFICE OF THE CITY ATTORNEY  
OUTSIDE EMPLOYMENT APPROVAL FORM  
SUPPORT STAFF

Name: Jack Kayajian

Date of Request: 09/23/19

City Attorney Branch/Section: Criminal Branch / CJI

Outside Title/Position: Treasurer - Boardmember

Outside Employer Name and Address:  
Center for Family & Health Education  
8727 Van Nuys Blvd, Panorama City, CA 91402

Number of hours per week: Approximately 2 hours

Outside Work Schedule days/times: Weekday evening / weekend

Type of Work: Volunteer

Phone Number: [REDACTED]

Start and End Date: 09/23/19 / 10/23/2020

*10/1/19 - 9/30/20 (mjh)*

**ALL OUTSIDE EMPLOYMENT MUST BE RENEWED ON AN ANNUAL BASIS**

**Factors to Consider**

Note: If any of factors 1 through 5 apply, the Ethics Ordinance requires that the request be denied.

	Yes	No
1. Whether the payment or the services (paid or unpaid) to be provided creates the appearance of or involves actual use of employment or the time, facilities, equipment or supplies of the employee's agency, for private gain;	<input type="checkbox"/>	<input checked="" type="checkbox"/>
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7. Will you receive any remuneration for your employment? If so, list the approximate amount:	<input type="checkbox"/>	<input checked="" type="checkbox"/>

**APPROVED BY:**

*Smith Jr. Greater*  
Supervisor

Date: 9/23/19

*M. Kholoden*  
Branch Chief

Date: 10/01/2019

*CAT*  
Chief of Staff

Date: 10/21/19

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*ly*  
RECEIVED

MAR 11 2019

HUMAN RESOURCES

OFFICE OF THE CITY ATTORNEY  
OUTSIDE EMPLOYMENT APPROVAL FORM  
SUPPORT STAFF

Name: Jack Kayajian

Date of Request: 02/07/19

City Attorney Branch/Section: Criminal / CJI - NJP

Appointment to committees / Steward / Unit Council  
Outside Title/Position:

Outside Employer Name and Address:

Engineers & Architects Association

Number of hours per week: 1 hour

2911 W Temple Street  
Los Angeles, ca 90026

Outside Work Schedule days/times: Weekdays after 5:30pm

Type of Work: Labor union

Phone Number: [REDACTED]  
Start and End Date: 01/09/2019 - 01/01/2022

**ALL OUTSIDE EMPLOYMENT MUST BE RENEWED ON AN ANNUAL BASIS**

*1/8/2020 (wfh)*

**Factors to Consider**

Note: If any of factors 1 through 5 apply, the Ethics Ordinance requires that the request be denied.

1. Whether the payment or the services (paid or unpaid) to be provided creates the appearance of or involves actual use of employment or the time, facilities, equipment or supplies of the employee's agency, for private gain;
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5. Whether the services involve such time demands that would render the employee's performance of his or her City duties less efficient.
6. Whether the outside services might result in conflicts between the City and an outside client that will hinder the employee's services to the City.
7. Will you receive any remuneration for your employment? If so, list the approximate amount:  
\$1,500

Yes No

APPROVED BY:

  
Supervisor

Date: 2/26/19

  
Branch Chief

Date: 2/26/2019

  
Chief of Staff

Date: 3/16/19

\*If the employment is with a "restricted source," you must also obtain approval from the Ethics Commission. LAMC §49.5.7.C.2. This includes anyone who does or seeks to do business with the City Attorney, anyone who has attempted to influence you in a legislative or administrative action which would have a direct material financial effect on that person, a lobbyist or lobbying firm that seeks to influence decisions of the City Attorney, and a person who is party to a proceeding involving a license, permit or other entitlement for use pending before you.



RECEIVED

MAR 11 2019

HUMAN RESOURCES

**OFFICE OF THE CITY ATTORNEY  
OUTSIDE EMPLOYMENT APPROVAL FORM  
SUPPORT STAFF**

Name: Jack Kayajian Date of Request: 02/07/19

City Attorney Branch/Section: Criminal / CJI - NJP Outside Title/Position: Board Member, COPE

Outside Employer Name and Address:  
Los Angeles County Federation of Labor  
2911 W Temple Street  
Los Angeles, ca 90026

Number of hours per week: 1 hour

Outside Work Schedule days/times: Weekdays after 5:30pm

Type of Work: Labor union Phone Number: [REDACTED]  
Start and End Date: 01/09/2019 - 01/01/2022

1/8/2020 (mfh)

**ALL OUTSIDE EMPLOYMENT MUST BE RENEWED ON AN ANNUAL BASIS**

**Factors to Consider**

Note: If any of factors 1 through 5 apply, the Ethics Ordinance requires that the request be denied.

	Yes	No
1. Whether the payment or the services (paid or unpaid) to be provided creates the appearance of or involves actual use of employment or the time, facilities, equipment or supplies of the employee's agency, for private gain;	<input type="checkbox"/>	<input checked="" type="checkbox"/>
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6. Whether the outside services might result in conflicts between the City and an outside client that will hinder the employee's services to the City.	<input type="checkbox"/>	<input checked="" type="checkbox"/>
7. Will you receive any remuneration for your employment? If so, list the approximate amount: <u>\$1,500</u>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

**APPROVED BY:**

Supervisor  
VAK

Date: 2/19/19

Branch Chief

Date: 2/26/2019

Chief of Staff

Date: 3/11/19

\*If the employment is with a "restricted source," you must also obtain approval from the Ethics Commission. LAMC §49.5.7.C.2. This includes anyone who does or seeks to do business with the City Attorney, anyone who has attempted to influence you in a legislative or administrative action which would have a direct material financial effect on that person, a lobbyist or lobbying firm that seeks to influence decisions of the City Attorney, and a person who is party to a proceeding involving a license, permit or other entitlement for use pending before you.

17

**OFFICE OF THE CITY ATTORNEY  
OUTSIDE EMPLOYMENT APPROVAL FORM**

ATTORNEY

Name: Nichole A. Kelso

Date of Request: August 26, 2019

City Attorney Branch/Section: Department of Airport Outside Title/Position: Business Coach/Singer

Outside Employer Name and Address:

Self-employed

Number of hours per week: 5

Outside Work Schedule days/times: varies

Phone Number: [REDACTED]

Start and End Date: Aug 2019 - continuing September, 2020

**ALL OUTSIDE EMPLOYMENT MUST BE RENEWED ON AN ANNUAL BASIS**

**Factors to Consider**

Note: If any of factors 1 through 5 apply, the Ethics Ordinance requires that the request be denied.

	Yes	No
1. Whether the payment or the services (paid or unpaid) to be provided creates the appearance of or involves actual use of public office or employment or the time, facilities, equipment or supplies of the official's agency, for private gain;	<input type="checkbox"/>	<input checked="" type="checkbox"/>
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4. Whether the payment or services for which the payment would be received involves the performance of any act in other than an official capacity which may later be subject to the control, inspection, review, audit or enforcement of any other official of his or her agency;	<input type="checkbox"/>	<input checked="" type="checkbox"/>
5. Whether the services involve such time demands that would render the official's performance of his or her official duties less efficient.	<input type="checkbox"/>	<input checked="" type="checkbox"/>
6. Whether the outside services might result in conflicts between the City and an outside client that will hinder the official's services to the City.	<input type="checkbox"/>	<input checked="" type="checkbox"/>
7. Are any issues of municipal law involved? If so, describe: _____	<input type="checkbox"/>	<input checked="" type="checkbox"/>

8. Are you representing a person or entities in a proceeding where you will be taking a position adverse to another municipality? If so, describe: \_\_\_\_\_

9. Will you receive any remuneration for your employment? If so, list the approximate amount: \$18,000

APPROVED BY:

D. Timothy J. S.  
Supervisor  
LNC

Date: 8/29/19 Zonell S. O'Brien Date: 8/29/19

Date: 9/15/19 Branch Chief

Chief of Staff

\*If the employment is with a "restricted source," you must also obtain approval from the Ethics Commission. LAMC § 49.5.7.C.2. This includes anyone who does or seeks to do business with the City Attorney, anyone who has attempted to influence you in a legislative or administrative action which would have a direct material financial effect on that person, a lobbyist or lobbying firm that seeks to influence decisions of the City Attorney, and a person who is a party to a proceeding involving a license, permit or other entitlement for use pending before you.

RECEIVED

JAN - 3 2019

HUMAN RESOURCES

OFFICE OF THE CITY ATTORNEY  
OUTSIDE EMPLOYMENT APPROVAL FORM  
ATTORNEY

Name: Farhad Khadem  
City Attorney Branch/Section: Criminal  
Outside Employer Name and address:  
Trial Advocacy Group, LLC  
16110 Northfield Street, PacPal CA 90272

Date of Request: December 24, 2018  
Outside Title/Position: Teacher  
Number of hours per week: Varies  
Outside Work Schedule days/times: Varies - Nights & Weekends  
Phone Number: [REDACTED]

Type of Work: Teach Trial Advocacy w/ Michael Schwartz & Rick Schmidt's TAP programs Start and End Date: Jan 1, 2019 / Dec. 31, 2019

**ALL OUTSIDE EMPLOYMENT MUST BE RENEWED ON AN ANNUAL BASIS**

**Factors to Consider**

Note: If any of factors 1 through 5 apply, the Ethics Ordinance requires that the request be denied.

Yes      No

1. Whether the payment or the services (paid or unpaid) to be provided creates the appearance of or involves actual use of public office or employment or the time, facilities, equipment or supplies of the official's agency, for private gain;
2. Whether the payment, services for which the payment would be received, or unpaid services involves the acceptance by the official of any money or other consideration from anyone other than his or her agency for the performance of an act which the official, if not performing such act for the outside source of income, would be required or expected to render in the regular course of his or her duties as a City official;
3. Whether the City official is in a position to make, to participate in making, or to influence a potential governmental decision that could foreseeably have a material financial effect on the source of income;
4. Whether the payment or services for which the payment would be received involves the performance of any act in other than an official capacity which may later be subject to the control, inspection, review, audit or enforcement of any other official of his or her agency;
5. Whether the services involve such time demands that would render the official's performance of his or her official duties less efficient.
6. Whether the outside services might result in conflicts between the City and an outside client that will hinder the official's services to the City.
7. Are any issues of municipal law involved? If so, describe: \_\_\_\_\_
8. Are you representing a person or entity in a proceeding where you will be taking a position adverse to another municipality? If so, describe: \_\_\_\_\_
9. Will you receive any remuneration for your employment? If so, list the approximate amount:  
\$100 per hour

Please be advised that any and all current authorization for outside employment that may be in effect during the time an employee is on FMLA or Personal Medical Leave will be suspended through the duration of the leave.

APPROVED BY:

Supervisor

Chief of Staff

Date: 12/24/18

Date: 11/26/19

Branch Chief

Date: 12/28/2018

\*If the employment is with a "restricted source," you must also obtain approval from the Ethics Commission. LAMC §49.5.7.C.2. This includes anyone who does or seeks to do business with the City Attorney, anyone who has attempted to influence you in a legislative or administrative action which would have a direct material financial effect on that person, a lobbyist or lobbying firm, that seeks to influence decisions of the City Attorney, and a person who is a party to a proceeding involving a license, permit or other entitlement for use pending before you.

I will not use City time nor work on assignments during work hours

RECEIVED

OCT 16 2019

HUMAN RESOURCE

*[Signature]*

**OFFICE OF THE CITY ATTORNEY**  
**OUTSIDE EMPLOYMENT APPROVAL FORM**  
**ATTORNEY**

Name: Adrienne KhorasaneCity Attorney Branch/Section: Land Use Div.

Outside Employer Name and Address:

Penny Lane Centers, 15305 Rayen St.  
North Hills, CA 91343Type of Work: Provide housing, mental health svcs,  
& wraparound svcs. to youth & families in  
foster system, & facilitate adoptions

ALL OUTSIDE EMPLOYMENT MUST BE RENEWED ON AN ANNUAL BASIS

**Factors to Consider**

Note: If any of factors 1 through 5 apply, the Ethics Ordinance requires that the request be denied.

	Yes	No
1. Whether the payment or the services (paid or unpaid) to be provided creates the appearance of or involves actual use of public office or employment or the time, facilities, equipment or supplies of the official's agency, for private gain;	<input type="checkbox"/>	<input checked="" type="checkbox"/>
2. Whether the payment, services for which payment would be received, or unpaid services involves the acceptance by the official of any money or other consideration from anyone other than his or her agency for the performance of an act which the official, if not performing such act for the outside source of income, would be required or expected to render in the regular course or of his or her duties as a City official;	<input type="checkbox"/>	<input checked="" type="checkbox"/>
3. Whether the City official is in a position to make, to participate in making, or to influence a potential governmental decision that could foreseeably have a material financial effect on the source of income;	<input type="checkbox"/>	<input checked="" type="checkbox"/>
4. Whether the payment or services for which the payment would be received involves the performance of any act in other than an official capacity which may later be subject to the control, inspection, review, audit or enforcement of any other official of his or her agency;	<input type="checkbox"/>	<input checked="" type="checkbox"/>
5. Whether the services involve such time demands that would render the official's performance of his or her official duties less efficient.	<input type="checkbox"/>	<input checked="" type="checkbox"/>
6. Whether the outside services might result in conflicts between the City and an outside client that will hinder the official's services to the City.	<input type="checkbox"/>	<input checked="" type="checkbox"/>
7. Are any issues of municipal law involved? If so, describe: _____	<input type="checkbox"/>	<input checked="" type="checkbox"/>
8. Are you representing a person or entities in a proceeding where you will be taking a position adverse to another municipality? If so, describe: _____	<input type="checkbox"/>	<input checked="" type="checkbox"/>
9. Will you receive any remuneration for your employment? If so, list the approximate amount: _____	<input type="checkbox"/>	<input checked="" type="checkbox"/>

**APPROVED BY:**

*Levy Kaufman Davis* Date: 10/16/19 *Dee* Date: 10/16/19  
 Supervisor DAK Branch Chief  
 Date: 10/16/19

Chief of Staff

\*If the employment is with a "restricted source," you must also obtain approval from the Ethics Commission. LAMC § 49.5.7.C.2. This includes anyone who does or seeks to do business with the City Attorney, anyone who has attempted to influence you in a legislative or administrative action which would have a direct material financial effect on that person, a lobbyist or lobbying firm that seeks to influence decisions of the City Attorney, and a person who is a party to a proceeding involving a license, permit or other entitlement for use pending before you.

*[Signature]* RECEIVED  
FEB 27 2019  
HUMAN RESOURCES

**OFFICE OF THE CITY ATTORNEY  
OUTSIDE EMPLOYMENT APPROVAL FORM**

Name: Jina Kim ATT

Date of Request: 2/19/19

City Attorney Branch/Section: Family Violence Unit

Outside Title/Position: Attorney of Record

**Outside Employer Name and Address:**

Number of hours per week: Variable 1 to 14 hours

Moon Soo Kim (Chu mother)

Outside Work Schedule days/times: Variable

**Phone Number:**

Phone Number: \_\_\_\_\_

Start and End Date: 2/19/19 - 2/19/2021

Type of Work: Insurance claim & litigation  
be cause of damage caused to my mother's  
real estate (her home) ALL OUTSIDE EMPLOYMENT MUST BE REIN-

### Factors to Consider

**Note:** If any of factors 1 through 5 apply, the Ethics Ordinance requires that the request be denied.

1. Whether the payment or the services (paid or unpaid) to be provided creates the appearance of or involves actual use of public office or employment or the time, facilities, equipment or supplies of the official's agency, for private gain;
2. Whether the payment, services for which payment would be received, or unpaid services involves the acceptance by the official of any money or other consideration from anyone other than his or her agency for the performance of an act which the official, if not performing such act for the outside source of income, would be required or expected to render in the regular course or of his or her duties as a City official;
3. Whether the City official is in a position to make, to participate in making, or to influence a potential governmental decision that could foreseeably have a material financial effect on the source of income;
4. Whether the payment or services for which the payment would be received involves the performance of any act in other than an official capacity which may later be subject to the control, inspection, review, audit or enforcement of any other official of his or her agency;
5. Whether the services involve such time demands that would render the official's performance of his or her official duties less efficient.
6. Whether the outside services might result in conflicts between the City and an outside client that will hinder the official's services to the City.
7. Are any issues of municipal law involved? If so, describe: \_\_\_\_\_
8. Are you representing a person or entities in a proceeding where you will be taking a position

**APPROVED BY:**

*John Pen*

Supervisor CMC

---

**Chief of Staff**

Date: 2-19-19

Date: 2-27-19

*John W. Holden*

Date: 2/25/2019

**\*If the employment is with a "restricted source," you must also obtain approval from the Ethics Commission. LAMC § 49.5.7.C.2.** This includes anyone who does or seeks to do business with the City Attorney, anyone who has attempted to influence you in a legislative or administrative action which would have a direct material financial effect on that person, a lobbyist or lobbying firm that seeks to influence decisions of the City Attorney, and a person who is a party to a proceeding involving a license, permit or other entitlement for use pending before you.

17

**OFFICE OF THE CITY ATTORNEY  
OUTSIDE EMPLOYMENT APPROVAL FORM  
ATTORNEY**

RECEIVED

MAR 29 2019

HUMAN RESOURCES

Name: Parish Knox

Date of Request: March 26, 2019

City Attorney Branch/Section: Land Use

Outside Title/Position: Lecturer

Outside Employer Name and address:

Number of hours per week: 3 hrs

UCLA Luskin School of Public Affairs

Outside Work Schedule days/times: Tues 6pm - 9pm

Dept. of Urban Planning

Phone Number: [REDACTED]

Type of Work: graduate instruction

Start and End Date: 4/2/19, 7/4/19

core class - "Law & Quality of Urban Life" UP211

10 weeks

**ALL OUTSIDE EMPLOYMENT MUST BE RENEWED ON AN ANNUAL BASIS**

**Factors to Consider**

Note: If any of factors 1 through 5 apply, the Ethics Ordinance requires that the request be denied.

Yes      No

1. Whether the payment or the services (paid or unpaid) to be provided creates the appearance of or involves actual use of public office or employment or the time, facilities, equipment or supplies of the official's agency, for private gain;

2. Whether the payment, services for which the payment would be received, or unpaid services involves the acceptance by the official of any money or other consideration from anyone other than his or her agency for the performance of an act which the official, if not performing such act for the outside source of income, would be required or expected to render in the regular course of his or her duties as a City official;

3. Whether the City official is in a position to make, to participate in making, or to influence a potential governmental decision that could foreseeably have a material financial effect on the source of income;

4. Whether the payment or services for which the payment would be received involves the performance of any act in other than an official capacity which may later be subject to the control, inspection, review, audit or enforcement of any other official of his or her agency;

5. Whether the services involve such time demands that would render the official's performance of his or her official duties less efficient.

6. Whether the outside services might result in conflicts between the City and an outside client that will hinder the official's services to the City.

7. Are any issues of municipal law involved? If so, describe: \_\_\_\_\_

8. Are you representing a person or entity in a proceeding where you will be taking a position adverse to another municipality? If so, describe: \_\_\_\_\_

9. Will you receive any remuneration for your employment? If so, list the approximate amount: \$10,000

Please be advised that any and all current authorization for outside employment that may be in effect during the time an employee is on FMLA or Personal Medical Leave will be suspended through the duration of the leave.

APPROVED BY:

*So long as outside employment doesn't interfere with Land Use work.*

Supervisor

Date: 3/27/19 \_\_\_\_\_

Date: \_\_\_\_\_

*Parish*

Date: 3/27/19

Branch Chief

Chief of Staff

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14

**OFFICE OF THE CITY ATTORNEY**  
**OUTSIDE EMPLOYMENT APPROVAL FORM**  
**ATTORNEY**

RECEIVED

MAY 14 2019

HUMAN RESOURCES

Name: Dennis Kong

Date of Request: 5/10/19

City Attorney Branch/Section: Employment

Outside Title/Position: DCA III

Outside Employer Name and address:

Number of hours per week: 3-4

Christine Kim (Aunt)

Outside Work Schedule days/times: TBD

City of Brea, Orange County

Phone Number: \_\_\_\_\_

Type of Work: Legal - pro bono

Start and End Date: 5/2019 / TBD

5/9/2020

**ALL OUTSIDE EMPLOYMENT MUST BE RENEWED ON AN ANNUAL BASIS**

**Factors to Consider**

Note: If any of factors 1 through 5 apply, the Ethics Ordinance requires that the request be denied.

Yes      No

1. Whether the payment or the services (paid or unpaid) to be provided creates the appearance of or involves actual use of public office or employment or the time, facilities, equipment or supplies of the official's agency, for private gain;

2. Whether the payment, services for which the payment would be received, or unpaid services involves the acceptance by the official of any money or other consideration from anyone other than his or her agency for the performance of an act which the official, if not performing such act for the outside source of income, would be required or expected to render in the regular course of his or her duties as a City official;

3. Whether the City official is in a position to make, to participate in making, or to influence a potential governmental decision that could foreseeably have a material financial effect on the source of income;

4. Whether the payment or services for which the payment would be received involves the performance of any act in other than an official capacity which may later be subject to the control, inspection, review, audit or enforcement of any other official of his or her agency;

5. Whether the services involve such time demands that would render the official's performance of his or her official duties less efficient.

6. Whether the outside services might result in conflicts between the City and an outside client that will hinder the official's services to the City.

7. Are any issues of municipal law involved? If so, describe: unknown at this time

8. Are you representing a person or entity in a proceeding where you will be taking a position adverse to another municipality? If so, describe: probably not

9. Will you receive any remuneration for your employment? If so, list the approximate amount: chance of seeking to recover fees and costs

Please be advised that any and all current authorization for outside employment that may be in effect during the time an employee is on FMLA or Personal Medical Leave will be suspended through the duration of the leave.

**APPROVED BY:**

Dennis Kong

Date: 5/10

Kathleen Kusay

Date: 5-10-19

Supervisor

Dennis Kong

Date: 5/13/19

Branch Chief

*Approved on condition that (a) should this go to litigation, you must seek further approval from the office; and*

Chief of Staff

*(b) you will report to me if your answers to #7 + #8 change. KK*

*\*If the employment is with a "restricted source," you must also obtain approval from the Ethics Commission. LAMC §49.5.7.C.2. This includes anyone who does or seeks to do business with the City Attorney, anyone who has attempted to influence you in a legislative or administrative action which would have a direct material financial effect on that person, a lobbyist or lobbying firm, that seeks to influence decisions of the City Attorney, and a person who is a party to a proceeding involving a license, permit or other entitlement for use pending before you.*

# MEMO

FROM: Dennis Kong, Deputy City Attorney  
TO: Eric Brown, Chief Assistant City Attorney  
RE: *Outside Employment Approval Request (Pro Bono Representation)*  
DATE: 5/10/19

---

There is a strong chance that I may need to represent my aunt *pro bono* regarding a homeowner dispute between her and her next door neighbor. In short, the neighbor's child has caused damage to my aunt's property and created a dangerous condition by launching lacrosse balls into her yard. My aunt resides in the city of Brea in the County of Orange. The scope of work may involve speaking on my aunt's behalf before her HOA Board and potentially preparing and filing a request for an injunction and representing her at any subsequent hearings.

*WY*  
RECEIVED

JAN 14 2019

OFFICE OF THE CITY ATTORNEY  
OUTSIDE EMPLOYMENT APPROVAL FORM  
ATTORNEY

HUMAN RESOURCES

Name: William Kysella

Date of Request: 1/2/19

City Attorney Branch/Section: Water & Power

Outside Title/Position: Member, Dispensing Optician Comm.tee

Outside Employer Name and address:

Number of hours per week: Less than one -- a few meetings per year

State Board of Optometry  
2480 Del Paso Road, Suite 105  
Sacramento, CA 95334

Outside Work Schedule days/times: At least two meetings per year

Phone Number: [REDACTED]

Type of Work: Government -- recommendations regarding regulation of dispensing opticians

Start and End Date: 4/21/17 - 4/21/21

1/1/2019 - 12/31/2019

ALL OUTSIDE EMPLOYMENT MUST BE RENEWED ON AN ANNUAL BASIS

(WYH)

Factors to Consider

Note: If any of factors 1 through 5 apply, the Ethics Ordinance requires that the request be denied.

Yes      No

1. Whether the payment or the services (paid or unpaid) to be provided creates the appearance of or involves actual use of public office or employment or the time, facilities, equipment or supplies of the official's agency, for private gain:

2. Whether the payment, services for which the payment would be received, or unpaid services involves the acceptance by the official of any money or other consideration from anyone other than his or her agency for the performance of an act which the official, if not performing such act for the outside source of income, would be required or expected to render in the regular course of his or her duties as a City official:

3. Whether the City official is in a position to make, to participate in making, or to influence a potential governmental decision that could foreseeably have a material financial effect on the source of income:

4. Whether the payment or services for which the payment would be received involves the performance of any act in other than an official capacity which may later be subject to the control, inspection, review, audit or enforcement of any other official of his or her agency:

5. Whether the services involve such time demands that would render the official's performance of his or her official duties less efficient:

6. Whether the outside services might result in conflicts between the City and an outside client that will hinder the official's services to the City:

7. Are any issues of municipal law involved? If so, describe: \_\_\_\_\_

8. Are you representing a person or entity in a proceeding where you will be taking a position adverse to another municipality? If so, describe: \_\_\_\_\_

9. Will you receive any remuneration for your employment? If so, list the approximate amount: Reimbursed travel; \$105 per day

Please be advised that any and all current authorization for outside employment that may be in effect during the time an employee is on FMLA or Personal Medical Leave will be suspended through the duration of the leave.

APPROVED BY:

Priya Chikasha

Date: 1-7-19

Date: 1/7/19

Supervisor

WYH

Branch Chief

Date: 1/23/19

Chief of Staff

\*If the employment is with a "restricted source," you must also obtain approval from the Ethics Commission. LAMC §49.5.7.C.2. This includes anyone who does or seeks to do business with the City Attorney, anyone who has attempted to influence you in a legislative or administrative action which would have a direct material financial effect on that person, a lobbyist or lobbying firm, that seeks to influence decisions of the City Attorney, and a person who is a party to a proceeding involving a license, permit or other entitlement for use pending before you.

January 2, 2019

To: Leela Kapur

Chief of Staff

From: Bill Kysella



Deputy City Attorney

Re: Request for Renewal of Approval of Outside Employment

Position: Public Member of Dispensing Optician Committee of the State Board of Optometry

I am requesting a renewal of the previous approval of my service on the Dispensing Optician Committee of the State Board of Optometry and have attached the Office of the City Attorney Outside Employment Approval Form. I have served on the Committee since 2017.

The Committee was established pursuant AB 684 (2015). The Committee advises the Board and makes recommendations regarding the Registered Dispensing Optician (RDO) Program, previously under the California Medical Board. The RDO program is concerned with the regulation of registered dispensing opticians, contact lens dispensers, spectacle lens dispensers and nonregistered contact lens dispensers.

The Committee is mandated to meet just twice per year. I anticipate we will meet more frequently than that in 2019. Members receive a \$100 per day per diem and travel expenses are reimbursed at the state rate.

I have previously served on both the State Board of Optometry and the Dispensing Opticians Committee without negative impact on my current assignment in this office. I anticipate that I will use vacation days or flex my time so that I can attend meetings. As indicated on the Office of City Attorney Outside Employment Approval Form, this position will not conflict with my duties or involve a time commitment that will render my performance of City duties less efficient.

With respect to the California Rules of Professional Conduct, there would be no conflict given the nature of the Committee's work and my current assignment. There is no chance confidential information of the City will be disclosed in violation of Rule 1.6 and no chance that serving on the Committee is an interest adverse to the City in violation of Rule 1.8.1. Because I will not be providing legal representation to the Committee or Board, I will not be representing adverse interests in violation of Rule 1.7.

With respect to any concern regarding incompatible offices, my current position in the office and the appointment to the Committee are not within the scope of the prohibition. Gov. Code § 1099. First, the prohibition only applies to offices. A person holding a civil service or non-officer position is an employee and not subject to the doctrine. My position as Deputy City Attorney is not a City officer position. See City of Los Angeles Charter § 200. Further, as nicely summarized in the California Attorney General's 2010 Conflicts of Interest Guidebook, a special statutory provision allows non-elected, local, public attorneys to also hold elective or appointive positions. Gov. Code § 1128. (See 74 Ops. Cal. Atty. Gen.

86 (1991) [deputy district attorney may serve on city council]; 67 Ops. Cal. Atty. Gen. 347 (1984) [appointed city attorney may serve on airport commission].) In the event of a conflict, transactional disqualification, rather than forfeiture, is required.

Because my request for renewed approval of outside employment and possible outside income involves no legal services, will not interfere with my official duties and does not create even an appearance of impropriety or conflict of interest, it should be approved.

Attachment

**OFFICE OF THE CITY ATTORNEY  
OUTSIDE EMPLOYMENT APPROVAL FORM  
ATTORNEY**

RECEIVED  
FEB - 8 2019  
HUMAN RESOURCES

\* See attached

Name: Sasha Lazarevich

Date of Request: 2/7/19

City Attorney Branch/Section: ACEP

Outside Title/Position:

Organizer /  
communication

Outside Employer Name and address:

Number of hours per week: 5-10

American Citizens concerned about

Outside Work Schedule days/times: no schedule

Christians in South East Europe (not an organization)

after work  
or weekends

political / strategy

Type of Work: volunteer/communications

Start and End Date: 2/7/19 / Ongoing

2/6/2020

mp

**ALL OUTSIDE EMPLOYMENT MUST BE RENEWED ON AN ANNUAL BASIS**

**Factors to Consider**

Note: If any of factors 1 through 5 apply, the Ethics Ordinance requires that the request be denied.

Yes      No

1. Whether the payment or the services (paid or unpaid) to be provided creates the appearance of or involves actual use of public office or employment or the time, facilities, equipment or supplies of the official's agency, for private gain;

2. Whether the payment, services for which the payment would be received, or unpaid services involves the acceptance by the official of any money or other consideration from anyone other than his or her agency for the performance of an act which the official, if not performing such act for the outside source of income, would be required or expected to render in the regular course of his or her duties as a City official;

3. Whether the City official is in a position to make, to participate in making, or to influence a potential governmental decision that could foreseeably have a material financial effect on the source of income;

4. Whether the payment or services for which the payment would be received involves the performance of any act in other than an official capacity which may later be subject to the control, inspection, review, audit or enforcement of any other official of his or her agency;

5. Whether the services involve such time demands that would render the official's performance of his or her official duties less efficient.

6. Whether the outside services might result in conflicts between the City and an outside client that will hinder the official's services to the City.

7. Are any issues of municipal law involved? If so, describe: \_\_\_\_\_

8. Are you representing a person or entity in a proceeding where you will be taking a position adverse to another municipality? If so, describe: \_\_\_\_\_

9. Will you receive any remuneration for your employment? If so, list the approximate amount: \_\_\_\_\_

Please be advised that any and all current authorization for outside employment that may be in effect during the time an employee is on FMLA or Personal Medical Leave will be suspended through the duration of the leave.

APPROVED BY:

Wesley Reina

Supervisor

WRC

Date: 2/8/19

Wesley Reina

Date: 2/7/2019

Branch Chief

Date: 2/8/19

Chief of Staff

\*If the employment is with a "restricted source," you must also obtain approval from the Ethics Commission. LAMC §49.5.7.C.2. This includes anyone who does or seeks to do business with the City Attorney, anyone who has attempted to influence you in a legislative or administrative action which would have a direct material financial effect on that person, a lobbyist or lobbying firm, that seeks to influence decisions of the City Attorney, and a person who is a party to a proceeding involving a license, permit or other entitlement for use pending before you.

Explanation:

I am assisting with strategic communications regarding a population of Orthodox Christians in South East Europe facing human rights violations. My volunteer work will include speaking with officials from the Federal government as a concerned citizen regarding foreign policy. I might also organize a few informational events.

S/P

**OFFICE OF THE CITY ATTORNEY**  
**OUTSIDE EMPLOYMENT APPROVAL FORM**  
**SUPPORT STAFF**

Name: ALYSIA LIM Date of Request: 7/15/19

City Attorney Branch/Section: RISK MANAGEMENT Outside Title/Position: PHOTOGRAPHER

Outside Employer Name and address:  
ALYSIA LIM STUDIO  
2832 JOSHUA TREE ST. ONTARIO, CA 91761

Type of Work: PHOTOGRAPHER (EVENT, WEDDING,  
PORTRAITS) Number of hours per week: 20 (weekends  
and evenings)

Outside Work Schedule days/times: VARIABLES

Phone Number: [REDACTED]

Start and End Date: 1/2018 / PRESENT  
6/30/20

**ALL OUTSIDE EMPLOYMENT MUST BE RENEWED ON AN ANNUAL BASIS**

**Factors to Consider**

Note: If any of factors 1 through 5 apply, the Ethics Ordinance requires that the request be denied.

Yes      No

1. Whether the payment or the services (paid or unpaid) to be provided creates the appearance of or involves actual use of employment or the time, facilities, equipment or supplies of the employee's agency, for private gain;

2. Whether the payment, services for which the payment would be received, or unpaid services involves the acceptance by the employee of any money or other consideration from anyone other than his or her agency for the performance of an act which the employee, if not performing such act for the outside source of income, would be required or expected to render in the regular course of his or her duties as a City employee;

3. Whether the City employee is in a position to make, to participate in making, or to influence a potential governmental decision that could foreseeably have a material financial effect on the source of income;

4. Whether the payment or services for which the payment would be received involves the performance of any act in other than an employee capacity which may later be subject to the control, inspection, review, audit or enforcement of any other employee of his or her agency;

5. Whether the services involve such time demands that would render the employee's performance of his or her City duties less efficient.

6. Whether the outside services might result in conflicts between the City and an outside client that will hinder the employee's services to the City.

7. Will you receive any remuneration for your employment? If so, list the approximate amount:

Please be advised that any and all current authorization for outside employment that may be in effect during the time an employee is on FMLA or Personal Medical Leave will be suspended through the duration of the leave.

**APPROVED BY:**

ALC  
Supervisor

Date: 7/15/19 Kathleen L. Krey Date: July 18, 2019  
Branch Chief Supervisor

Chief of Staff

\*If the employment is with a "restricted source," you must also obtain approval from the Ethics Commission. LAMC §49.5.7.C.2. This includes anyone who does or seeks to do business with the City Attorney, anyone who has attempted to influence you in a legislative or administrative action which would have a direct material financial effect on that person, a lobbyist or lobbying firm, that seeks to influence decisions of the City Attorney, and a person who is a party to a proceeding involving a license, permit or other entitlement for use pending before you.

**OFFICE OF THE CITY ATTORNEY**  
**OUTSIDE EMPLOYMENT APPROVAL FORM**

ATTORNEY

Name: Capri Maddox

City Attorney Branch/Section: Exec

VOL. 019.

Outside Employer Name and Address:

Cal State Univ of LA  
5151 State University Dr  
Los Angeles, CA 90032

Type of Work: Board/Donor/Adviser

Date of Request: 1/1/19

Outside Title/Position: Board member  
Qtrly D-3 hrs

Number of hours per week: qtrly mtgs

Outside Work Schedule days/times: 11

Phone Number: [REDACTED]

Start and End Date: 1/1/19 , 12/31/2019

**ALL OUTSIDE EMPLOYMENT MUST BE RENEWED ON AN ANNUAL BASIS**

**Factors to Consider**

Note: If any of factors 1 through 5 apply, the Ethics Ordinance requires that the request be denied.

	Yes	No
1. Whether the payment or the services (paid or unpaid) to be provided creates the appearance of or involves actual use of public office or employment or the time, facilities, equipment or supplies of the official's agency, for private gain;	<input type="checkbox"/>	<input checked="" type="checkbox"/>
2. Whether the payment, services for which payment would be received, or unpaid services involves the acceptance by the official of any money or other consideration from anyone other than his or her agency for the performance of an act which the official, if not performing such act for the outside source of income, would be required or expected to render in the regular course or of his or her duties as a City official;	<input type="checkbox"/>	<input checked="" type="checkbox"/>
3. Whether the City official is in a position to make, to participate in making, or to influence a potential governmental decision that could foreseeably have a material financial effect on the source of income;	<input type="checkbox"/>	<input checked="" type="checkbox"/>
4. Whether the payment or services for which the payment would be received involves the performance of any act in other than an official capacity which may later be subject to the control, inspection, review, audit or enforcement of any other official of his or her agency;	<input type="checkbox"/>	<input checked="" type="checkbox"/>
5. Whether the services involve such time demands that would render the official's performance of his or her official duties less efficient.	<input type="checkbox"/>	<input checked="" type="checkbox"/>
6. Whether the outside services might result in conflicts between the City and an outside client that will hinder the official's services to the City.	<input type="checkbox"/>	<input checked="" type="checkbox"/>
7. Are any issues of municipal law involved? If so, describe: _____	<input type="checkbox"/>	<input checked="" type="checkbox"/>
8. Are you representing a person or entities in a proceeding where you will be taking a position adverse to another municipality? If so, describe: _____	<input type="checkbox"/>	<input checked="" type="checkbox"/>
9. Will you receive any remuneration for your employment? If so, list the approximate amount: _____	<input type="checkbox"/>	<input checked="" type="checkbox"/>

**APPROVED BY:**

Supervisor: LMK Date: \_\_\_\_\_ Branch Chief: \_\_\_\_\_ Date: \_\_\_\_\_  
 Chief of Staff: \_\_\_\_\_ Date: 2/4/19

\*If the employment is with a "restricted source," you must also obtain approval from the Ethics Commission. LAMC § 49.5.7.C.2. This includes anyone who does or seeks to do business with the City Attorney, anyone who has attempted to influence you in a legislative or administrative action which would have a direct material financial effect on that person, a lobbyist or lobbying firm that seeks to influence decisions of the City Attorney, and a person who is a party to a proceeding involving a license, permit or other entitlement for use pending before you.

**OFFICE OF THE CITY ATTORNEY  
OUTSIDE EMPLOYMENT APPROVAL FORM**

ATTORNEY

1/19

Name: Capri Maddox

Date of Request: 1/1/19

City Attorney Branch/Section: EAC

Outside Title/Position: Board member

Vol. Org.: Y

Number of hours per week: 0-4

Outside Employer Name and Address:

Outside Work Schedule days/times: 9trly. mtgs.

SCRB 474 S. Raymond Ave

Pasadena, CA 91105

Type of Work: \*Southern Cal. Public Radio-KPCC

Board/Donor/Advisor

Phone Number: [REDACTED]

Start and End Date: 1/1/19, 12/31/19

**ALL OUTSIDE EMPLOYMENT MUST BE RENEWED ON AN ANNUAL BASIS**

**Factors to Consider**

Note: If any of factors 1 through 5 apply, the Ethics Ordinance requires that the request be denied.

	Yes	No
1. Whether the payment or the services (paid or unpaid) to be provided creates the appearance of or involves actual use of public office or employment or the time, facilities, equipment or supplies of the official's agency, for private gain;	<input type="checkbox"/>	<input checked="" type="checkbox"/>
2. Whether the payment, services for which payment would be received, or unpaid services involves the acceptance by the official of any money or other consideration from anyone other than his or her agency for the performance of an act which the official, if not performing such act for the outside source of income, would be required or expected to render in the regular course or of his or her duties as a City official;	<input type="checkbox"/>	<input checked="" type="checkbox"/>
3. Whether the City official is in a position to make, to participate in making, or to influence a potential governmental decision that could foreseeably have a material financial effect on the source of income;	<input type="checkbox"/>	<input checked="" type="checkbox"/>
4. Whether the payment or services for which the payment would be received involves the performance of any act in other than an official capacity which may later be subject to the control, inspection, review, audit or enforcement of any other official of his or her agency;	<input type="checkbox"/>	<input checked="" type="checkbox"/>
5. Whether the services involve such time demands that would render the official's performance of his or her official duties less efficient.	<input type="checkbox"/>	<input checked="" type="checkbox"/>
6. Whether the outside services might result in conflicts between the City and an outside client that will hinder the official's services to the City.	<input type="checkbox"/>	<input checked="" type="checkbox"/>
7. Are any issues of municipal law involved? If so, describe: _____	<input type="checkbox"/>	<input checked="" type="checkbox"/>
8. Are you representing a person or entities in a proceeding where you will be taking a position adverse to another municipality? If so, describe: _____	<input type="checkbox"/>	<input checked="" type="checkbox"/>
9. Will you receive any remuneration for your employment? If so, list the approximate amount: _____	<input type="checkbox"/>	<input checked="" type="checkbox"/>

**APPROVED BY:**

Supervisor: <u>CAC</u>	Date: <u>2/4/19</u>	Branch Chief	Date: _____
------------------------	---------------------	--------------	-------------

Chief of Staff

\*If the employment is with a "restricted source," you must also obtain approval from the Ethics Commission. LAMC § 49.5.7.C.2. This includes anyone who does or seeks to do business with the City Attorney, anyone who has attempted to influence you in a legislative or administrative action which would have a direct material financial effect on that person, a lobbyist or lobbying firm that seeks to influence decisions of the City Attorney, and a person who is a party to a proceeding involving a license, permit or other entitlement for use pending before you.

✓  
Capri

**OFFICE OF THE CITY ATTORNEY  
OUTSIDE EMPLOYMENT APPROVAL FORM**

ATTORNEY

Name: Capri Moddox  
Executive Mgmt

City Attorney Branch/Section:

Outside Employer Name and Address: Climate Resolve

525 S. Hewitt St

LA, CA. 90013

Type of Work: Boardmember

Date of Request: 1/1/19

Outside Title/Position: Climate Resolve  
Bd. of Directors

Number of hours per week: 13 hrs per mo / mtg

Outside Work Schedule days/times: 2-4 hr gtrly mtg

Phone Number: [REDACTED]

Start and End Date: Jan 2019 / Jan 2020

Dec. 31, 2019

**ALL OUTSIDE EMPLOYMENT MUST BE RENEWED ON AN ANNUAL BASIS**

(info)

**Factors to Consider**

Note: If any of factors 1 through 5 apply, the Ethics Ordinance requires that the request be denied.

Yes      No

1. Whether the payment or the services (paid or unpaid) to be provided creates the appearance of or involves actual use of public office or employment or the time, facilities, equipment or supplies of the official's agency, for private gain;
2. Whether the payment, services for which payment would be received, or unpaid services involves the acceptance by the official of any money or other consideration from anyone other than his or her agency for the performance of an act which the official, if not performing such act for the outside source of income, would be required or expected to render in the regular course or of his or her duties as a City official;
3. Whether the City official is in a position to make, to participate in making, or to influence a potential governmental decision that could foreseeably have a material financial effect on the source of income;
4. Whether the payment or services for which the payment would be received involves the performance of any act in other than an official capacity which may later be subject to the control, inspection, review, audit or enforcement of any other official of his or her agency;
5. Whether the services involve such time demands that would render the official's performance of his or her official duties less efficient.
6. Whether the outside services might result in conflicts between the City and an outside client that will hinder the official's services to the City.
7. Are any issues of municipal law involved? If so, describe: \_\_\_\_\_
8. Are you representing a person or entities in a proceeding where you will be taking a position adverse to another municipality? If so, describe: \_\_\_\_\_
9. Will you receive any remuneration for your employment? If so, list the approximate amount: \_\_\_\_\_

**APPROVED BY:**

Supervisor <u>Capri</u>	Date: <u>2/4/19</u>	Branch Chief	Date: _____
Chief of Staff			

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*VIP*  
RECEIVED

JAN 31 2019

HUMAN RESOURCES

OFFICE OF THE CITY ATTORNEY  
OUTSIDE EMPLOYMENT APPROVAL FORM  
ATTORNEY

Name: Claudia Martin

City Attorney Branch/Section: SNA6D

Outside Employer Name and Address:

PACIFIC MOTORS, INC.

860 PICO Blvd. SM, Ca 90405

Type of Work: Clerical filing of invoices, review

advertising for Family mechanic /auto repair shop

**ALL OUTSIDE EMPLOYMENT MUST BE RENEWED ON AN ANNUAL BASIS**

**Factors to Consider**

Note: If any of factors 1 through 5 apply, the Ethics Ordinance requires that the request be denied.

1. Whether the payment or the services (paid or unpaid) to be provided creates the appearance of or involves actual use of public office or employment or the time, facilities, equipment or supplies of the official's agency, for private gain;

Yes  No

2. Whether the payment, services for which payment would be received, or unpaid services involves the acceptance by the official of any money or other consideration from anyone other than his or her agency for the performance of an act which the official, if not performing such act for the outside source of income, would be required or expected to render in the regular course or of his or her duties as a City official;

Yes  No

3. Whether the City official is in a position to make, to participate in making, or to influence a potential governmental decision that could foreseeably have a material financial effect on the source of income;

Yes  No

4. Whether the payment or services for which the payment would be received involves the performance of any act in other than an official capacity which may later be subject to the control, inspection, review, audit or enforcement of any other official of his or her agency;

Yes  No

5. Whether the services involve such time demands that would render the official's performance of his or her official duties less efficient.

Yes  No

6. Whether the outside services might result in conflicts between the City and an outside client that will hinder the official's services to the City.

Yes  No

7. Are any issues of municipal law involved? If so, describe: \_\_\_\_\_

Yes  No

8. Are you representing a person or entities in a proceeding where you will be taking a position adverse to another municipality? If so, describe: \_\_\_\_\_

Yes  No

9. Will you receive any remuneration for your employment? If so, list the approximate amount:

*\$400 per week*

Yes  No

APPROVED BY:

Supervisor

Date: 1/16/19

Date: 1/30/19

Branch Chief

Date: 1/29/2019

Chief of Staff

\*If the employment is with a "restricted source," you must also obtain approval from the Ethics Commission. LAMC § 49.5.7.C.2. This includes anyone who does or seeks to do business with the City Attorney, anyone who has attempted to influence you in a legislative or administrative action which would have a direct material financial effect on that person, a lobbyist or lobbying firm that seeks to influence decisions of the City Attorney, and a person who is a party to a proceeding involving a license, permit or other entitlement for use pending before you.

RECEIVED  
DEC 21 2018

**OFFICE OF THE CITY ATTORNEY  
OUTSIDE EMPLOYMENT APPROVAL FORM**

ATTORNEY

HUMAN RESOURCES

Name: Arturo Martinez

City Attorney Branch/Section: Criminal Branch/  
Safe Neighborhoods and Gang Division  
Outside Employer Name and Address:

Loyola High School Alumni Association  
1901 Venice Bl., LA, CA 90006

Type of Work: Alumni Relations

Date of Request: 12/19/18

Outside Title/Position: Board Member

Number of hours per week: 0-1

Outside Work Schedule days/times: 4 meetings/year  
during lunchtime

Phone Number: [REDACTED]

Start and End Date: 11/1/18 , 12/31/19

**ALL OUTSIDE EMPLOYMENT MUST BE RENEWED ON AN ANNUAL BASIS**

**Factors to Consider**

Note: If any of factors 1 through 5 apply, the Ethics Ordinance requires that the request be denied.

	Yes	No
1. Whether the payment or the services for which the payment would be received creates the appearance of or involves actual use of public office or employment or the time, facilities, equipment or supplies of the official's agency, for private gain;	<input type="checkbox"/>	<input checked="" type="checkbox"/>
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3. Whether the City official is in a position to make, to participate in making, or to influence a potential governmental decision that could foreseeably have a material financial effect on the source of income;	<input type="checkbox"/>	<input checked="" type="checkbox"/>
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7. Are any issues of municipal law involved? If so, describe: _____	<input type="checkbox"/>	<input checked="" type="checkbox"/>
8. Are you representing a person or entities in a proceeding where you will be taking a position adverse to another municipality? If so, describe: _____	<input type="checkbox"/>	<input checked="" type="checkbox"/>
9. Will you receive any remuneration for your employment? If so, list the approximate amount: _____	<input type="checkbox"/>	<input checked="" type="checkbox"/>

**APPROVED BY:**

Monica Deolida Date: 12/20/18 Monica Deolida Date: 12/20/2018  
Supervisor VAC Branch Chief  
Date: 12/21/18

Chief of Staff

\*If the employment is with a "restricted source," you must also obtain approval from the Ethics Commission. LAMC § 49.5.7.C.2.  
This includes anyone who does or seeks to do business with the City Attorney, anyone who has attempted to influence you in a legislative or administrative action which would have a direct material financial effect on that person, a lobbyist or lobbying firm that seeks to influence decisions of the City Attorney, and a person who is a party to a proceeding involving a license, permit or other entitlement for use pending before you.

✓y

**OFFICE OF THE CITY ATTORNEY  
OUTSIDE EMPLOYMENT APPROVAL FORM**

RECEIVED

DEC 21 2018

Name: Arturo Martinez

ATTORNEY

Date of Request: 12/19/18

**HUMAN RESOURCES**

City Attorney Branch/Section: Criminal Branch /

Safe Neighborhoods and Gang Division

Outside Employer Name and Address:

Overland Avenue Community

2268 Overland Ave., LA, CA 90064

Type of Work: Neighborhood Association Board Member

Outside Title/Position: Board Member

Number of hours per week: 0 - 1

Outside Work Schedule days/times: 1-2 meetings/yea,  
on a weekend

Phone Number: [REDACTED]

Start and End Date: 1/1/19 , 12/31/19

**ALL OUTSIDE EMPLOYMENT MUST BE RENEWED ON AN ANNUAL BASIS**

**Factors to Consider**

Note: If any of factors 1 through 5 apply, the Ethics Ordinance requires that the request be denied.

1. Whether the payment or the services for which the payment would be received creates the appearance of or involves actual use of public office or employment or the time, facilities, equipment or supplies of the official's agency, for private gain;
2. Whether the payment or services for which the payment would be received involves the acceptance by the official of any money or other consideration from anyone other than his or her agency for the performance an act which the official, if not performing such act for the outside source of income, would be required or expected to render in the regular course or of his or her duties as a City official;
3. Whether the City official is in a position to make, to participate in making, or to influence a potential governmental decision that could foreseeably have a material financial effect on the source of income;
4. Whether the payment or services for which the payment would be received involves the performance of any act in other than an official capacity which may later be subject to the control, inspection, review, audit or enforcement of any other official of his or her agency;
5. Whether the services involve such time demands that would render the official's performance of his or her official duties less efficient.
6. Whether the outside services might result in conflicts between the City and an outside client that will hinder the official's services to the City.
7. Are any issues of municipal law involved? If so, describe: \_\_\_\_\_

8. Are you representing a person or entities in a proceeding where you will be taking a position adverse to another municipality? If so, describe: \_\_\_\_\_

9. Will you receive any remuneration for your employment? If so, list the approximate amount: \_\_\_\_\_

APPROVED BY:

Westholm

Date: 12-20-18

McCoy

Date: 12-20-2018

Supervisor

MC

Date: 12-21-18

Branch Chief

Chief of Staff

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IPL RECEIVED  
MAY - 2 2019

**OFFICE OF THE CITY ATTORNEY**  
**OUTSIDE EMPLOYMENT APPROVAL FORM**  
**ATTORNEY**

HUMAN RESOURCES

Name: Stephen Mayer

Date of Request: 4/25/16

City Attorney Branch/Section: Metro

Outside Title/Position: Freelance Writer and Teacher

Outside Employer Name and address: Self

Number of hours per week: 3-5

Mayer Cressy LLC, 1107 Fair Oaks Ave,  
Box 136, South Pasadena, CA 91030

Outside Work Schedule days/times: Weekends and some nights,  
no work on city time

Type of Work: Freelance Writing, Editing, Teaching

Start and End Date: 4/24/19, 4/24/20  
(for this annual period)

**ALL OUTSIDE EMPLOYMENT MUST BE RENEWED ON AN ANNUAL BASIS**

**Factors to Consider**

Note: If any of factors 1 through 5 apply, the Ethics Ordinance requires that the request be denied.

Yes      No

1. Whether the payment or the services (paid or unpaid) to be provided creates the appearance of or involves actual use of public office or employment or the time, facilities, equipment or supplies of the official's agency, for private gain;
2. Whether the payment, services for which the payment would be received, or unpaid services involves the acceptance by the official of any money or other consideration from anyone other than his or her agency for the performance of an act which the official, if not performing such act for the outside source of income, would be required or expected to render in the regular course of his or her duties as a City official;
3. Whether the City official is in a position to make, to participate in making, or to influence a potential governmental decision that could foreseeably have a material financial effect on the source of income;
4. Whether the payment or services for which the payment would be received involves the performance of any act in other than an official capacity which may later be subject to the control, inspection, review audit or enforcement of any other official of his or her agency;
5. Whether the services involve such time demands that would render the official's performance of his or her official duties less efficient.
6. Whether the outside services might result in conflicts between the City and an outside client that will hinder the official's services to the City.
7. Are any issues of municipal law involved? If so, describe: \_\_\_\_\_

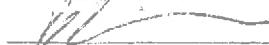
8. Are you representing a person or entity in a proceeding where you will be taking a position adverse to another municipality? If so, describe: \_\_\_\_\_

9. Will you receive any remuneration for your employment? If so, list the approximate amount:

Approximately \$50 - 90 per hour for writing and editing and similar fees for teaching

Please be advised that any and all current authorization for outside employment that may be in effect during the time an employee is on FMLA or Personal Medical Leave will be suspended through the duration of the leave.

APPROVED BY:



Supervisor

UR

Date: 4/26/19

Date: 5/2/19

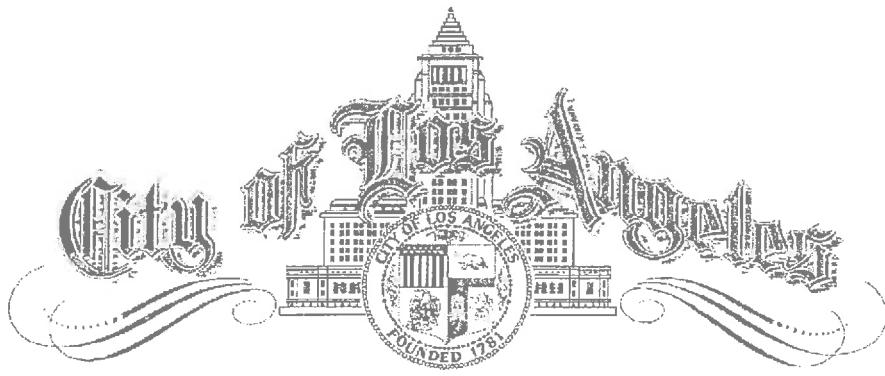


Branch Chief

Date: 4/30/2019

Chief of Staff

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**MICHAEL N. FEUER**  
CITY ATTORNEY

TO: Personnel

FROM: Stephen Mayer

RE: Outside Employment Authorization – Freelance Writing, Editing, and Teaching

DATE: 4/26/2019

---

This memo supports my request for an extension of the Outside Employment Authorization previously granted for me to serve as a freelance writer, editor, and public speaking coach through my personal small business (Mayer Cressy LLC). The City Attorney's Office has approved this employment since 2018.

I have operated this business off-and-on since I was an English major at UCLA. I occasionally take on small editing, ghostwriting, or speech coaching engagements to generate some additional weekend income. This year I have partnered with a former UCLA classmate who offers similar services so that we can split our minor overhead costs. As I stated last year, I am able to choose and vet my clients such that I can avoid conflicts of interest. For example, my primary writing and editing clients live and work outside California, and my few teaching engagements are primarily at schools outside the City of Los Angeles (currently Alhambra and Beverly Hills).

I do not practice law through my editing and writing work, nor do I typically publish any work under my name. This helps me ensure that my writing and editing work conforms to ABA *Formal Opinion 10-457* and *Formal Opinion 480*, in addition to the State Bar Standing Committee on Professional Responsibility and Conduct's *Formal Opinion No. 2016-196* and the Orange County Bar Association's *Formal Opinion 2014-1*. My teaching engagements accord with California Rule of Professional Conduct 1-310 given that providing public speaking instruction to students does not involve the practice of law.

Sincerely,

A handwritten signature in black ink, appearing to read "Stephen T. Mayer".

Stephen T. Mayer  
Deputy City Attorney  
Metropolitan Branch

*VJF*  
RECEIVED

AUG 27 2019

HUMAN RESOURCES

OFFICE OF THE CITY ATTORNEY  
OUTSIDE EMPLOYMENT APPROVAL FORM  
ATTORNEY

Name: Stephen T. Mayer

Date of Request: 8/26/2019

Branch/Section: Consumer and Workplace Protection

Outside Title/Position: Spouse / Not in official capacity.

Outside Employer Name and address:

Number of hours per week: One time meeting

Personal - "Self-Employed"

Outside Work Schedule days/times: 3:30 PM to 4:30 PM  
on 8/26/2019

Type of Work: Attending Interactive Process Meeting  
As a Spouse

Phone Number: [REDACTED]  
Start and End Date: One Time Meeting 8/26/2019

**ALL OUTSIDE EMPLOYMENT MUST BE RENEWED ON AN ANNUAL BASIS**

**Factors to Consider**

Note: If any of factors 1 through 5 apply, the Ethics Ordinance requires that the request be denied.

Yes No

1. Whether the payment or the services (paid or unpaid) to be provided creates the appearance of or involves actual use of public office or employment or the time, facilities, equipment or supplies of the official's agency, for private gain;

2. Whether the payment, services for which the payment would be received, or unpaid services involves the acceptance by the official of any money or other consideration from anyone other than his or her agency for the performance of an act which the official, if not performing such act for the outside source of income, would be required or expected to render in the regular course of his or her duties as a City official;

3. Whether the City official is in a position to make, to participate in making, or to influence a potential governmental decision that could foreseeably have a material financial effect on the source of income;

4. Whether the payment or services for which the payment would be received involves the performance of any act in other than an official capacity which may later be subject to the control, inspection, review, audit or enforcement of any other official of his or her agency;

5. Whether the services involve such time demands that would render the official's performance of his or her official duties less efficient.

6. Whether the outside services might result in conflicts between the City and an outside client that will hinder the official's services to the City.

7. Are any issues of municipal law involved? If so, describe: \_\_\_\_\_

8. Are you representing a person or entity in a proceeding where you will be taking a position adverse to another municipality? If so, describe: \_\_\_\_\_

9. Will you receive any remuneration for your employment? If so, list the approximate amount: \_\_\_\_\_

Please be advised that any and all current authorization for outside employment that may be in effect during the time an employee is on FMLA or Personal Medical Leave will be suspended through the duration of the leave.

APPROVED BY:

A. Z

Date: 8/26/19 Dee Martin

Date: 8/26/2019

Supervisor

WAC

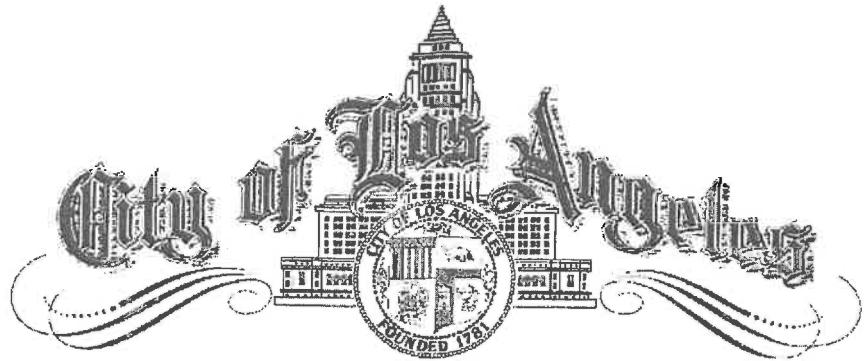
Branch Chief

Date: 8/27/19

Chief of Staff

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*Employee will notify office if the issues evolve into litigation, and employee chooses to represent his wife.*



**MICHAEL N. FEUER**  
CITY ATTORNEY

TO: Personnel

FROM: Stephen Mayer

RE: Authorization to Attend HR Interactive Process Meeting with my Wife and Her Outside Employer

DATE: 8-26-19

---

I am writing this memo at the request of David Trujillo from Human Resources and Jennifer Handzlik of the Labor Department. This is a request to attend a single meeting between my wife and her employer's Human Resources Department. She works at Brilliant Corners, a non-profit located in the City of Los Angeles. I would be attending solely in my capacity as her spouse (not as an attorney or a City employee).

My wife has recently been diagnosed with a serious medical condition that qualifies as a disability under the ADA and the FMLA; she is requesting a short period of medical leave from her employer so that she can undergo surgery. Her HR department recently scheduled an "interactive process" meeting with her for 3:30 PM on August 26, 2019 to discuss her request. My wife asked that I attend to provide moral support, take notes, etc., but not to participate in the meeting or represent her. Her HR department stated that would not present a problem.

I am nevertheless making this formal request for authorization to attend the meeting at the request of David Trujillo and Jennifer Handzlik, who both indicated to me that attending should not present a conflict, assuming that I only attend in my capacity as a spouse. Thank you for your time and attention to this matter.

Sincerely,

A handwritten signature of Stephen T. Mayer is written over a horizontal line.

Stephen T. Mayer  
Deputy City Attorney  
Consumer and Workplace Protection Section

RECEIVED

MAR - 4 2019

✓pp

**OFFICE OF THE CITY ATTORNEY  
OUTSIDE EMPLOYMENT APPROVAL FORM**

ATTORNEY

Name: James A "Jim" McDonaldDate of Request: 2/14/19

HUMAN RESOURCES

City Attorney Branch/Section: Criminal, GangsOutside Title/Position: Legal Advisor to Board

Outside Employer Name and Address:

Number of hours per week: 0-1 hrs/weekInternational Latino Gang Investigators Association  
PO Box 1148, Gig Harbor WA 98335Outside Work Schedule days/times: A set of 4-2-3 Seminars/YR on my own TimeType of Work: Legal Advisor to Non-ProfitStart and End Date: 2010I will not do this work on City time.Paragon  
3/1/20

ALL OUTSIDE EMPLOYMENT MUST BE RENEWED ON AN ANNUAL BASIS

**Factors to Consider**

Note: If any of factors 1 through 5 apply, the Ethics Ordinance requires that the request be denied.

	Yes	No
1. Whether the payment or the services (paid or unpaid) to be provided creates the appearance of or involves actual use of public office or employment or the time, facilities, equipment or supplies of the official's agency, for private gain;	<input type="checkbox"/>	<input checked="" type="checkbox"/>
2. Whether the payment, services for which payment would be received, or unpaid services involves the acceptance by the official of any money or other consideration from anyone other than his or her agency for the performance of an act which the official, if not performing such act for the outside source of income, would be required or expected to render in the regular course or of his or her duties as a City official;	<input type="checkbox"/>	<input checked="" type="checkbox"/>
3. Whether the City official is in a position to make, to participate in making, or to influence a potential governmental decision that could foreseeably have a material financial effect on the source of income;	<input type="checkbox"/>	<input checked="" type="checkbox"/>
4. Whether the payment or services for which the payment would be received involves the performance of any act in other than an official capacity which may later be subject to the control, inspection, review, audit or enforcement of any other official of his or her agency;	<input type="checkbox"/>	<input checked="" type="checkbox"/>
5. Whether the services involve such time demands that would render the official's performance of his or her official duties less efficient.	<input type="checkbox"/>	<input checked="" type="checkbox"/>
6. Whether the outside services might result in conflicts between the City and an outside client that will hinder the official's services to the City.	<input type="checkbox"/>	<input checked="" type="checkbox"/>
7. Are any issues of municipal law involved? If so, describe: _____	<input type="checkbox"/>	<input checked="" type="checkbox"/>

8. Are you representing a person or entities in a proceeding where you will be taking a position adverse to another municipality? If so, describe: \_\_\_\_\_

9. Will you receive any remuneration for your employment? If so, list the approximate amount:  
No FE - partial reimbursement of travel expenses provided

**APPROVED BY:**

JK  
Supervisor JK  
Chief of Staff

Date: 2/14/19Date: 3/1/19

JK  
Branch Chief

Date: 2/20/2019

\*If the employment is with a "restricted source," you must also obtain approval from the Ethics Commission. LAMC § 49.5.7.C.2. This includes anyone who does or seeks to do business with the City Attorney, anyone who has attempted to influence you in a legislative or administrative action which would have a direct material financial effect on that person, a lobbyist or lobbying firm that seeks to influence decisions of the City Attorney, and a person who is a party to a proceeding involving a license, permit or other entitlement for use pending before you.

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JAN - 3 2019

HUMAN RESOURCES

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1/1

**OFFICE OF THE CITY ATTORNEY  
OUTSIDE EMPLOYMENT APPROVAL FORM  
ATTORNEY**

Name: Sydney MehringerDate of Request: 12/27/18City Attorney Branch/Section: Criminal / Marijuana EnforcementOutside Title/Position: Volunteer

Outside Employer Name and Address:

Number of hours per week: month 4Harriett Bunn Center for Family Law  
3255 Wilshire Blvd # 710, LA, CA 90010Outside Work Schedule days/times: Sat ; 9:30-1:30Type of Work: Family Law Self Help ClinicPhone Number: [REDACTED]Start and End Date: 1/1/19 / open ended  
1/1/20**ALL OUTSIDE EMPLOYMENT MUST BE RENEWED ON AN ANNUAL BASIS****Factors to Consider**

Note: If any of factors 1 through 5 apply, the Ethics Ordinance requires that the request be denied.

	Yes	No
1. Whether the payment or the services (paid or unpaid) to be provided creates the appearance of or involves actual use of public office or employment or the time, facilities, equipment or supplies of the official's agency, for private gain;	<input type="checkbox"/>	<input checked="" type="checkbox"/>
2. Whether the payment, services for which payment would be received, or unpaid services involves the acceptance by the official of any money or other consideration from anyone other than his or her agency for the performance of an act which the official, if not performing such act for the outside source of income, would be required or expected to render in the regular course or of his or her duties as a City official;	<input type="checkbox"/>	<input checked="" type="checkbox"/>
3. Whether the City official is in a position to make, to participate in making, or to influence a potential governmental decision that could foreseeably have a material financial effect on the source of income;	<input type="checkbox"/>	<input checked="" type="checkbox"/>
4. Whether the payment or services for which the payment would be received involves the performance of any act in other than an official capacity which may later be subject to the control, inspection, review, audit or enforcement of any other official of his or her agency;	<input type="checkbox"/>	<input checked="" type="checkbox"/>
5. Whether the services involve such time demands that would render the official's performance of his or her official duties less efficient.	<input type="checkbox"/>	<input checked="" type="checkbox"/>
6. Whether the outside services might result in conflicts between the City and an outside client that will hinder the official's services to the City.	<input type="checkbox"/>	<input checked="" type="checkbox"/>
7. Are any issues of municipal law involved? If so, describe: _____	<input type="checkbox"/>	<input checked="" type="checkbox"/>
8. Are you representing a person or entities in a proceeding where you will be taking a position adverse to another municipality? If so, describe: _____	<input type="checkbox"/>	<input checked="" type="checkbox"/>
9. Will you receive any remuneration for your employment? If so, list the approximate amount: _____	<input type="checkbox"/>	<input checked="" type="checkbox"/>

**APPROVED BY:**LUCILLE WATSONDate: 12/28/18

Supervisor

WATSONDate: 12/19

Chief of Staff

M. WatsonDate: 12/28/2018

Branch Chief

\*If the employment is with a "restricted source," you must also obtain approval from the Ethics Commission. LAMC § 49.5.7.C.2. This includes anyone who does or seeks to do business with the City Attorney, anyone who has attempted to influence you in a legislative or administrative action which would have a direct material financial effect on that person, a lobbyist or lobbying firm that seeks to influence decisions of the City Attorney, and a person who is a party to a proceeding involving a license, permit or other entitlement for use pending before you.

**OFFICE OF THE CITY ATTORNEY  
OUTSIDE EMPLOYMENT APPROVAL FORM  
ATTORNEY**

Name: Carole Miller

1pc

City Attorney Branch/Section: Civil liability

Outside Employer Name and address:

NA

Date of Request: 3-27-2019

Outside Title/Position: Attorney

Number of hours per week: 1-2

Outside Work Schedule days/times: 4/30/2019 TSC

Phone Number: \_\_\_\_\_

Start and End Date: 3-27-2019 / 4-1-20<sup>th</sup>

Type of Work: Billings DIVORCE  
Matter is expected to settle, couple has been sep. 25 yrs, only issue is division of prop. He own w/ 2 others

**ALL OUTSIDE EMPLOYMENT MUST BE RENEWED ON AN ANNUAL BASIS**

**Factors to Consider**

Note: If any of factors 1 through 5 apply, the Ethics Ordinance requires that the request be denied.

Yes      No

1. Whether the payment or the services (paid or unpaid) to be provided creates the appearance of or involves actual use of public office or employment or the time, facilities, equipment or supplies of the official's agency, for private gain;
2. Whether the payment, services for which the payment would be received, or unpaid services involves the acceptance by the official of any money or other consideration from anyone other than his or her agency for the performance of an act which the official, if not performing such act for the outside source of income, would be required or expected to render in the regular course of his or her duties as a City official;
3. Whether the City official is in a position to make, to participate in making, or to influence a potential governmental decision that could foreseeably have a material financial effect on the source of income;
4. Whether the payment or services for which the payment would be received involves the performance of any act in other than an official capacity which may later be subject to the control, inspection, review, audit or enforcement of any other official of his or her agency;
5. Whether the services involve such time demands that would render the official's performance of his or her official duties less efficient.
6. Whether the outside services might result in conflicts between the City and an outside client that will hinder the official's services to the City.
7. Are any issues of municipal law involved? If so, describe: \_\_\_\_\_
8. Are you representing a person or entity in a proceeding where you will be taking a position adverse to another municipality? If so, describe: \_\_\_\_\_
9. Will you receive any remuneration for your employment? If so, list the approximate amount: \_\_\_\_\_

Please be advised that any and all current authorization for outside employment that may be in effect during the time an employee is on FMLA or Personal Medical Leave will be suspended through the duration of the leave.

APPROVED BY:

J.M.D.M.

Date: 3-27-19

Supervisor

JAC

Date: 4/4/19

Chief of Staff

Kathleen. Knier

Branch Chief

Date: 4-4-19

*Approved w/ end date of 4-1-20 and  
with the understanding that there is no conflict  
or involvement w/ the City by the parties to  
the divorce  
proceeding.*

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JUN 20 2019

*Lip*  
**OFFICE OF THE CITY ATTORNEY**  
**OUTSIDE EMPLOYMENT APPROVAL FORM**  
**ATTORNEY**

Name: Regina Mills  
 City Attorney Branch/Section: Municipal / EDD  
 Outside Employer Name and address:  
freelance - Unknown at this time.  
(Online)  
 Type of Work: Copy writing

**HUMAN RESOURCES**  
May 16, 2019  
 Outside Title/Position: Freelance Copy writer

Date of Request: May 16, 2019  
 Outside Work Schedule days/times: weekends  
 Number of hours per week: variable 5-10  
 Phone Number: (213) 978-7752  
 Start and End Date: June 2019 / December 2019  
6/1/19 - 12/31/19

**ALL OUTSIDE EMPLOYMENT MUST BE RENEWED ON AN ANNUAL BASIS**

**Factors to Consider**

Note: If any of factors 1 through 5 apply, the Ethics Ordinance requires that the request be denied.

Yes      No

1. Whether the payment or the services (paid or unpaid) to be provided creates the appearance of or involves actual use of public office or employment or the time, facilities, equipment or supplies of the official's agency, for private gain;
2. Whether the payment, services for which the payment would be received, or unpaid services involves the acceptance by the official of any money or other consideration from anyone other than his or her agency for the performance of an act which the official, if not performing such act for the outside source of income, would be required or expected to render in the regular course of his or her duties as a City official;
3. Whether the City official is in a position to make, to participate in making, or to influence a potential governmental decision that could foreseeably have a material financial effect on the source of income;
4. Whether the payment or services for which the payment would be received involves the performance of any act in other than an official capacity which may later be subject to the control, inspection, review, audit or enforcement of any other official of his or her agency;
5. Whether the services involve such time demands that would render the official's performance of his or her official duties less efficient.
6. Whether the outside services might result in conflicts between the City and an outside client that will hinder the official's services to the City.
7. Are any issues of municipal law involved? If so, describe: \_\_\_\_\_
8. Are you representing a person or entity in a proceeding where you will be taking a position adverse to another municipality? If so, describe: \_\_\_\_\_
9. Will you receive any remuneration for your employment? If so, list the approximate amount:  
Yes, unknown at this time due to freelance nature of position.

Please be advised that any and all current authorization for outside employment that may be in effect during the time an employee is on FMLA or Personal Medical Leave will be suspended through the duration of the leave.

**APPROVED BY:**

Jeanne Veit  
 Supervisor  
James P. Clark  
 Chief of Staff Deputy

Date: May 16/19

Date: 5/30/19

Oliver

Date: 5/28/19

Branch Chief  
 Please do not work on any matter that involves the City municipal entity without first getting approval from your supervisor.

\*If the employment is with a "restricted source," you must also obtain approval from the Ethics Commission LAMC §49.5.7.C.2. This includes anyone who does or seeks to do business with the City Attorney, anyone who has attempted to influence you in a legislative or administrative action which would have a direct material financial effect on that person, a lobbyist or lobbying firm, that seeks to influence decisions of the City Attorney, and a person who is a party to a proceeding involving a license, permit or other entitlement for use pending before you.

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DEC 21 2018

HUMAN RESOURCES

OFFICE OF THE CITY ATTORNEY  
OUTSIDE EMPLOYMENT APPROVAL FORM  
ATTORNEY

Name: Jay C. Munns

Date of Request: December 18, 2018

City Attorney Branch/Section: D. W. P.

Outside Title/Position: musician (pianist)

Outside Employer Name and Address:

Number of hours per week: 2 to 10 hours

Magic Castle 7001 Franklin Bl. Hollywood  
and various private parties & other entities

Outside Work Schedule days/times: Varies

Type of Work: Musician

Phone Number: [REDACTED]

Start and End Date: 1/1/19 / 1/31/19

ALL OUTSIDE EMPLOYMENT MUST BE RENEWED ON AN ANNUAL BASIS

**Factors to Consider**

Note: If any of factors 1 through 5 apply, the Ethics Ordinance requires that the request be denied.

	Yes	No
1. Whether the payment or the services (paid or unpaid) to be provided creates the appearance of or involves actual use of public office or employment or the time, facilities, equipment or supplies of the official's agency, for private gain;	<input type="checkbox"/>	<input checked="" type="checkbox"/>
2. Whether the payment, services for which payment would be received, or unpaid services involves the acceptance by the official of any money or other consideration from anyone other than his or her agency for the performance of an act which the official, if not performing such act for the outside source of income, would be required or expected to render in the regular course or of his or her duties as a City official;	<input type="checkbox"/>	<input checked="" type="checkbox"/>
3. Whether the City official is in a position to make, to participate in making, or to influence a potential governmental decision that could foreseeably have a material financial effect on the source of income;	<input type="checkbox"/>	<input checked="" type="checkbox"/>
4. Whether the payment or services for which the payment would be received involves the performance of any act in other than an official capacity which may later be subject to the control, inspection, review, audit or enforcement of any other official of his or her agency;	<input type="checkbox"/>	<input checked="" type="checkbox"/>
5. Whether the services involve such time demands that would render the official's performance of his or her official duties less efficient.	<input type="checkbox"/>	<input checked="" type="checkbox"/>
6. Whether the outside services might result in conflicts between the City and an outside client that will hinder the official's services to the City.	<input type="checkbox"/>	<input checked="" type="checkbox"/>
7. Are any issues of municipal law involved? If so, describe: _____	<input type="checkbox"/>	<input checked="" type="checkbox"/>
8. Are you representing a person or entities in a proceeding where you will be taking a position adverse to another municipality? If so, describe: _____	<input type="checkbox"/>	<input checked="" type="checkbox"/>
9. Will you receive any remuneration for your employment? If so, list the approximate amount: <u>\$100 to \$300 per engagement</u>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

APPROVED BY:

 Supervisor

Date: 12/21/18

Date: 12/20/18

 Branch Chief

Date: 12/21/18

Chief of Staff

\*If the employment is with a "restricted source," you must also obtain approval from the Ethics Commission. LAMC § 49.5.7.C.2. This includes anyone who does or seeks to do business with the City Attorney, anyone who has attempted to influence you in a legislative or administrative action which would have a direct material financial effect on that person, a lobbyist or lobbying firm that seeks to influence decisions of the City Attorney, and a person who is a party to a proceeding involving a license, permit or other entitlement for use pending before you.

received in书记处 office 7/3/19 (LAC) - 11

OFFICE OF THE CITY ATTORNEY  
OUTSIDE EMPLOYMENT APPROVAL FORM  
ATTORNEY

Name: Brenda munoz

Date of Request: 4/25/2019

City Attorney Branch/Section: PA

Outside Title/Position: Office Administrator

Outside Employer Name and Address:

Number of hours per week: 16

VASCOS EXcavation Group LLC  
16339 Devonshire Street  
Granada Hills, CA 91344

Outside Work Schedule days/times: Sat & Sun

Type of Work: Administrative

Phone Number: [REDACTED]

Start and End Date: 4/25/19, 4/25/20

**ALL OUTSIDE EMPLOYMENT MUST BE RENEWED ON AN ANNUAL BASIS**

**Factors to Consider**

Note: If any of factors 1 through 5 apply, the Ethics Ordinance requires that the request be denied.

Yes No

1. Whether the payment or the services (paid or unpaid) to be provided creates the appearance of or involves actual use of public office or employment or the time, facilities, equipment or supplies of the official's agency, for private gain:

2. Whether the payment, services for which payment would be received, or unpaid services involves the acceptance by the official of any money or other consideration from anyone other than his or her agency for the performance of an act which the official, if not performing such act for the outside source of income, would be required or expected to render in the regular course or of his or her duties as a City official:

3. Whether the City official is in a position to make, to participate in making, or to influence a potential governmental decision that could foreseeably have a material financial effect on the source of income:

4. Whether the payment or services for which the payment would be received involves the performance of any act in other than an official capacity which may later be subject to the control, inspection, review, audit or enforcement of any other official of his or her agency:

5. Whether the services involve such time demands that would render the official's performance of his or her official duties less efficient:

6. Whether the outside services might result in conflicts between the City and an outside client that will hinder the official's services to the City:

7. Are any issues of municipal law involved? If so, describe: \_\_\_\_\_

8. Are you representing a person or entities in a proceeding where you will be taking a position adverse to another municipality? If so, describe: \_\_\_\_\_

9. Will you receive any remuneration for your employment? If so, list the approximate amount: \$1,000 or less

APPROVED BY:

Date: 4/30/19

*Kelley Chen*

Date: 5/13/19

Supervisor

Branch Chief

*Kelly Chen*

Date: 7/3/19

Chief of Staff

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*Employee shall only engage in work on Saturdays and Sundays.*

*VJ* RECEIVED

APR 19 2019

HUMAN RESOURCES

**OFFICE OF THE CITY ATTORNEY  
OUTSIDE EMPLOYMENT APPROVAL FORM  
ATTORNEY**

Name: SAHAR NAGERI

Date of Request: 4/15/19

City Attorney Branch/Section: Criminal / Central Trials Outside Title/Position: Adjunct Professor

Outside Employer Name and address:

University of West LA Law School  
9800 S. La Cienega Blvd, Englewood

Number of hours per week: 6

Outside Work Schedule days/times: T/Th 6:30-9:30

Phone Number: [REDACTED]

Type of Work: Teaching

Start and End Date: 6/2/19 - 7/30/19

**ALL OUTSIDE EMPLOYMENT MUST BE RENEWED ON AN ANNUAL BASIS**

**Factors to Consider**

Note: If any of factors 1 through 5 apply, the Ethics Ordinance requires that the request be denied.

Yes      No

1. Whether the payment or the services (paid or unpaid) to be provided creates the appearance of or involves actual use of public office or employment or the time, facilities, equipment or supplies of the official's agency, for private gain;

2. Whether the payment, services for which the payment would be received, or unpaid services involves the acceptance by the official of any money or other consideration from anyone other than his or her agency for the performance of an act which the official, if not performing such act for the outside source of income, would be required or expected to render in the regular course of his or her duties as a City official;

3. Whether the City official is in a position to make, to participate in making, or to influence a potential governmental decision that could foreseeably have a material financial effect on the source of income;

4. Whether the payment or services for which the payment would be received involves the performance of any act in other than an official capacity which may later be subject to the control, inspection, review, audit or enforcement of any other official of his or her agency;

5. Whether the services involve such time demands that would render the official's performance of his or her official duties less efficient.

6. Whether the outside services might result in conflicts between the City and an outside client that will hinder the official's services to the City.

7. Are any issues of municipal law involved? If so, describe: \_\_\_\_\_

8. Are you representing a person or entity in a proceeding where you will be taking a position adverse to another municipality? If so, describe: \_\_\_\_\_

9. Will you receive any remuneration for your employment? If so, list the approximate amount: \$3,000

Please be advised that any and all current authorization for outside employment that may be in effect during the time an employee is on FMLA or Personal Medical Leave will be suspended through the duration of the leave.

**APPROVED BY:**

Robert Fratianni  
Supervisor

Date: 4/15/19

M. Johnson

Date: 4/16/2019

Branch Chief

Date: 4/18/19

Chief of Staff

\*If the employment is with a "restricted source," you must also obtain approval from the Ethics Commission. LAMC §49.5.7.C.2. This includes anyone who does or seeks to do business with the City Attorney, anyone who has attempted to influence you in a legislative or administrative action which would have a direct material financial effect on that person, a lobbyist or lobbying firm, that seeks to influence decisions of the City Attorney, and a person who is a party to a proceeding involving a license, permit or other entitlement for use pending before you.

RECEIVED  
JUN 26 2019  
HUMAN RESOURCES

**OFFICE OF THE CITY ATTORNEY  
OUTSIDE EMPLOYMENT APPROVAL FORM**

ATTORNEY

Name: SOTHA NAGEN

Date of Request: 6/20/19

City Attorney Branch/Section: Chambers/People

Outside Title/Position: Board member

Outside Employer Name and Address:

Number of hours per week: 1-2

Los Angeles County Bar Association  
Judicial Election Evaluator Committee

Outside Work Schedule days/times: work nights

Type of Work: Bar Association Series

Phone Number: [REDACTED]

Start and End Date: 7/01/19 - 7/07/20

6/20/20 (wph)

**ALL OUTSIDE EMPLOYMENT MUST BE RENEWED ON AN ANNUAL BASIS**

**Factors to Consider**

Note: If any of factors 1 through 5 apply, the Ethics Ordinance requires that the request be denied.

	Yes	No
1. Whether the payment or the services (paid or unpaid) to be provided creates the appearance of or involves actual use of public office or employment or the time, facilities, equipment or supplies of the official's agency, for private gain;	<input type="checkbox"/>	<input checked="" type="checkbox"/>
2. Whether the payment, services for which payment would be received, or unpaid services involves the acceptance by the official of any money or other consideration from anyone other than his or her agency for the performance of an act which the official, if not performing such act for the outside source of income, would be required or expected to render in the regular course or of his or her duties as a City official;	<input type="checkbox"/>	<input checked="" type="checkbox"/>
3. Whether the City official is in a position to make, to participate in making, or to influence a potential governmental decision that could foreseeably have a material financial effect on the source of income;	<input type="checkbox"/>	<input checked="" type="checkbox"/>
4. Whether the payment or services for which the payment would be received involves the performance of any act in other than an official capacity which may later be subject to the control, inspection, review, audit or enforcement of any other official of his or her agency;	<input type="checkbox"/>	<input checked="" type="checkbox"/>
5. Whether the services involve such time demands that would render the official's performance of his or her official duties less efficient.	<input type="checkbox"/>	<input checked="" type="checkbox"/>
6. Whether the outside services might result in conflicts between the City and an outside client that will hinder the official's services to the City.	<input type="checkbox"/>	<input checked="" type="checkbox"/>
7. Are any issues of municipal law involved? If so, describe: _____	<input type="checkbox"/>	<input checked="" type="checkbox"/>

8. Are you representing a person or entities in a proceeding where you will be taking a position adverse to another municipality? If so, describe: \_\_\_\_\_

9. Will you receive any remuneration for your employment? If so, list the approximate amount: \_\_\_\_\_

**APPROVED BY:**

R. Parker  
Supervisor  
WPH

Date: 6/20/19

Date: \_\_\_\_\_

Chief of Staff

Date: 6/25/19

Branch Chief

\*If the employment is with a "restricted source," you must also obtain approval from the Ethics Commission. LAMC § 49.5.7.C.2. This includes anyone who does or seeks to do business with the City Attorney, anyone who has attempted to influence you in a legislative or administrative action which would have a direct material financial effect on that person, a lobbyist or lobbying firm that seeks to influence decisions of the City Attorney, and a person who is a party to a proceeding involving a license, permit or other entitlement for use pending before you.

*This will Not Interfere with my work at the Office and I will not use City Time.*

RECEIVED  
JUL 25 2019

**OFFICE OF THE CITY ATTORNEY  
OUTSIDE EMPLOYMENT APPROVAL FORM**

HUMAN RESOURCES

Name: SAHAR NAGERI ATTORNEY

Date of Request: 7-22-19

City Attorney Branch/Section: Criminal / General Trial Outside Title/Position: Board Member

Outside Employer Name and Address:

Number of hours per week: 5-10 hours/year

LACBA

Outside Work Schedule days/times: Weekends

Type of Work: Amicus Brief Committee

Phone Number: [REDACTED]

Bar Association Board Activity

Start and End Date: August 2019 - August 2020

**ALL OUTSIDE EMPLOYMENT MUST BE RENEWED ON AN ANNUAL BASIS**

**Factors to Consider**

Note: If any of factors 1 through 5 apply, the Ethics Ordinance requires that the request be denied.

1. Whether the payment or the services (paid or unpaid) to be provided creates the appearance of or involves actual use of public office or employment or the time, facilities, equipment or supplies of the official's agency, for private gain;

2. Whether the payment, services for which payment would be received, or unpaid services involves the acceptance by the official of any money or other consideration from anyone other than his or her agency for the performance of an act which the official, if not performing such act for the outside source of income, would be required or expected to render in the regular course or of his or her duties as a City official;

3. Whether the City official is in a position to make, to participate in making, or to influence a potential governmental decision that could foreseeably have a material financial effect on the source of income;

4. Whether the payment or services for which the payment would be received involves the performance of any act in other than an official capacity which may later be subject to the control, inspection, review, audit or enforcement of any other official of his or her agency;

5. Whether the services involve such time demands that would render the official's performance of his or her official duties less efficient;

6. Whether the outside services might result in conflicts between the City and an outside client that will hinder the official's services to the City;

7. Are any issues of municipal law involved? If so, describe: \_\_\_\_\_

8. Are you representing a person or entities in a proceeding where you will be taking a position adverse to another municipality? If so, describe: \_\_\_\_\_

9. Will you receive any remuneration for your employment? If so, list the approximate amount: \_\_\_\_\_

**APPROVED BY:**

John F. Tolson  
Supervisor  
WMC

Date: 7/23/19 M. Holden  
Date: 7/23/19 Branch Chief

Date: 7/23/19

Chief of Staff

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I will Not Spend Any work Time / Resources,  
to perform my Duties as a Board Member and  
this Position will Not otherwise affect my work at th offic.

RECEIVED

JAN 30 2019

1/30/2019

**OFFICE OF THE CITY ATTORNEY  
OUTSIDE EMPLOYMENT APPROVAL FORM/HUMAN RESOURCES  
ATTORNEY**

Name: FRANK OROZCO JR.Date of Request: 12-26-2018City Attorney Branch/Section: CIVIL / PUBLIC FINANCEOutside Title/Position: CHEF INSTRUCTOR

Outside Employer Name and Address:

Number of hours per week: 0 - 6(SELF)Outside Work Schedule days/times: VARIABLESType of Work: CULINARY EDUCATION  
AND CATERINGPhone Number: \_\_\_\_\_  
Start and End Date: 1-1-19 , 12-31-19**ALL OUTSIDE EMPLOYMENT MUST BE RENEWED ON AN ANNUAL BASIS****Factors to Consider**

Note: If any of factors 1 through 5 apply, the Ethics Ordinance requires that the request be denied.

	Yes	No
1. Whether the payment or the services (paid or unpaid) to be provided creates the appearance of or involves actual use of public office or employment or the time, facilities, equipment or supplies of the official's agency, for private gain;	<input type="checkbox"/>	<input checked="" type="checkbox"/>
2. Whether the payment, services for which payment would be received, or unpaid services involves the acceptance by the official of any money or other consideration from anyone other than his or her agency for the performance of an act which the official, if not performing such act for the outside source of income, would be required or expected to render in the regular course or of his or her duties as a City official;	<input type="checkbox"/>	<input checked="" type="checkbox"/>
3. Whether the City official is in a position to make, to participate in making, or to influence a potential governmental decision that could foreseeably have a material financial effect on the source of income;	<input type="checkbox"/>	<input checked="" type="checkbox"/>
4. Whether the payment or services for which the payment would be received involves the performance of any act in other than an official capacity which may later be subject to the control, inspection, review, audit or enforcement of any other official of his or her agency;	<input type="checkbox"/>	<input checked="" type="checkbox"/>
5. Whether the services involve such time demands that would render the official's performance of his or her official duties less efficient.	<input type="checkbox"/>	<input checked="" type="checkbox"/>
6. Whether the outside services might result in conflicts between the City and an outside client that will hinder the official's services to the City.	<input type="checkbox"/>	<input checked="" type="checkbox"/>
7. Are any issues of municipal law involved? If so, describe: _____	<input type="checkbox"/>	<input checked="" type="checkbox"/>
8. Are you representing a person or entities in a proceeding where you will be taking a position adverse to another municipality? If so, describe: _____	<input type="checkbox"/>	<input checked="" type="checkbox"/>
9. Will you receive any remuneration for your employment? If so, list the approximate amount: <u>DEPENDS ON NATURE OF CULINARY WORK</u> .	<input checked="" type="checkbox"/>	<input type="checkbox"/>

**APPROVED BY:**

Beverly A. Cook  
Supervisor  
WAH  
Chief of Staff

Date: 1/07/2019  
Date: 1/29/19

Oller  
Branch Chief

Date: 1/15/19

\*If the employment is with a "restricted source," you must also obtain approval from the Ethics Commission. LAMC § 49.5.7.C.2. This includes anyone who does or seeks to do business with the City Attorney, anyone who has attempted to influence you in a legislative or administrative action which would have a direct material financial effect on that person, a lobbyist or lobbying firm that seeks to influence decisions of the City Attorney, and a person who is a party to a proceeding involving a license, permit or other entitlement for use pending before you.

Outside Employment Approval Form (2019)

**Addendum**

- None of the proposed outside employment would occur during regular business hours or conflict with my daily work schedule;
- The number of hours would be approximately 0 to 6 (maximum) hours per week;
- None of my perspective clients/customers have any business, directly or indirectly, with the City of Los Angeles. Should a potential or actual conflict with the City of Los Angeles arise from a *new* client/customer, I would submit a specific 'Outside Employment Approval Form' to address any such issue.



Frank Orozco Jr.  
Deputy City Attorney

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MAY - 3 2019

**OFFICE OF THE CITY ATTORNEY  
OUTSIDE EMPLOYMENT APPROVAL FORM**

HUMAN RESOURCES

ATTORNEY

Name: Robin O'Sullivan

City Attorney Branch/Section: Attalaad Powr

Outside Employer Name and Address:

ABOS, LLC (Amazon VineProgram)  
P.O BOX 80683, Seattle WA

Type of Work: hobby reviewer of goods provided

Date of Request: 4/25/2019

Outside Title/Position: Vine Reviewer

Number of hours per week: very 1-10

Outside Work Schedule days/times: only weekend

Phone Number: none young

Start and End Date: 4/25/19 4/25/20

**ALL OUTSIDE EMPLOYMENT MUST BE RENEWED ON AN ANNUAL BASIS**

**Factors to Consider**

Note: If any of factors 1 through 5 apply, the Ethics Ordinance requires that the request be denied.

Yes No

1. Whether the payment or the services (paid or unpaid) to be provided creates the appearance of or involves actual use of public office or employment or the time, facilities, equipment or supplies of the official's agency, for private gain;

2. Whether the payment, services for which payment would be received, or unpaid services involves the acceptance by the official of any money or other consideration from anyone other than his or her agency for the performance of an act which the official, if not performing such act for the outside source of income, would be required or expected to render in the regular course or of his or her duties as a City official;

3. Whether the City official is in a position to make, to participate in making, or to influence a potential governmental decision that could foreseeably have a material financial effect on the source of income;

4. Whether the payment or services for which the payment would be received involves the performance of any act in other than an official capacity which may later be subject to the control, inspection, review, audit or enforcement of any other official of his or her agency;

5. Whether the services involve such time demands that would render the official's performance of his or her official duties less efficient;

6. Whether the outside services might result in conflicts between the City and an outside client that will hinder the official's services to the City;

7. Are any issues of municipal law involved? If so, describe: \_\_\_\_\_

8. Are you representing a person or entities in a proceeding where you will be taking a position adverse to another municipality? If so, describe: \_\_\_\_\_

9. Will you receive any remuneration for your employment? If so, list the approximate amount: hobby

no monetary remuneration but no care goods

APPROVED BY:

  
Supervisor

Date: 4/29/19

Date: 5/21/19

  
Branch Chief

Date: 4/29/19

Chief of Staff

\*If the employment is with a "restricted source," you must also obtain approval from the Ethics Commission. LAMC § 49.5.7.C.2. This includes anyone who does or seeks to do business with the City Attorney, anyone who has attempted to influence you in a legislative or administrative action which would have a direct material financial effect on that person, a lobbyist or lobbying firm that seeks to influence decisions of the City Attorney, and a person who is a party to a proceeding involving a license, permit or other entitlement for use pending before you.

14

**OFFICE OF THE CITY ATTORNEY  
OUTSIDE EMPLOYMENT APPROVAL FORM  
ATTORNEY**

Name: Hoon Park

Date of Request: 8/26/2019

City Attorney Branch/Section: PGEN

Outside Title/Position: Owner

Outside Employer Name and address:

Number of hours per week: 5

(Self employed) Hoon Park

Outside Work Schedule days/times: Weekends

Type of Work: Buy and sell on eBay  
estate sales items CA 91007

Phone Number: [REDACTED]

17

**OFFICE OF THE CITY ATTORNEY  
OUTSIDE EMPLOYMENT APPROVAL FORM  
ATTORNEY**

Name: Thom Peters

Date of Request: 12-18-14

City Attorney Branch/Section: Civil Litigation Branch

Outside Title/Position: Lecturer in Law

Outside Employer Name and Address:

Number of hours per week: avg. 2 hrs

UCLA School of Law  
385 Charles Young Drive, 90095

Outside Work Schedule days/times: 5 tuesday every week

Type of Work: teaching

Phone Number: [REDACTED]

Start and End Date: 1-22-14 / 5-15-14

**ALL OUTSIDE EMPLOYMENT MUST BE RENEWED ON AN ANNUAL BASIS**

**Factors to Consider**

Note: If any of factors 1 through 5 apply, the Ethics Ordinance requires that the request be denied.

	Yes	No
1. Whether the payment or the services (paid or unpaid) to be provided creates the appearance of or involves actual use of public office or employment or the time, facilities, equipment or supplies of the official's agency, for private gain;	<input type="checkbox"/>	<input checked="" type="checkbox"/>
2. Whether the payment, services for which payment would be received, or unpaid services involves the acceptance by the official of any money or other consideration from anyone other than his or her agency for the performance of an act which the official, if not performing such act for the outside source of income, would be required or expected to render in the regular course or of his or her duties as a City official;	<input type="checkbox"/>	<input checked="" type="checkbox"/>
3. Whether the City official is in a position to make, to participate in making, or to influence a potential governmental decision that could foreseeably have a material financial effect on the source of income;	<input type="checkbox"/>	<input checked="" type="checkbox"/>
4. Whether the payment or services for which the payment would be received involves the performance of any act in other than an official capacity which may later be subject to the control, inspection, review, audit or enforcement of any other official of his or her agency;	<input type="checkbox"/>	<input checked="" type="checkbox"/>
5. Whether the services involve such time demands that would render the official's performance of his or her official duties less efficient.	<input type="checkbox"/>	<input checked="" type="checkbox"/>
6. Whether the outside services might result in conflicts between the City and an outside client that will hinder the official's services to the City.	<input type="checkbox"/>	<input checked="" type="checkbox"/>
7. Are any issues of municipal law involved? If so, describe: <u>only in an academic sense.</u>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
8. Are you representing a person or entities in a proceeding where you will be taking a position adverse to another municipality? If so, describe: _____	<input type="checkbox"/>	<input checked="" type="checkbox"/>
9. Will you receive any remuneration for your employment? If so, list the approximate amount: <u>\$4,500</u>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

**APPROVED BY:**

Supervisor: DKC Date: \_\_\_\_\_

Date: \_\_\_\_\_

Date: 12-18-14

Chief of Staff

Date: 12-18-14

Branch Chief

\*If the employment is with a "restricted source," you must also obtain approval from the Ethics Commission. LAMC § 49.5.7.C.2. This includes anyone who does or seeks to do business with the City Attorney, anyone who has attempted to influence you in a legislative or administrative action which would have a direct material financial effect on that person, a lobbyist or lobbying firm that seeks to influence decisions of the City Attorney, and a person who is a party to a proceeding involving a license, permit or other entitlement for use pending before you.

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OCT 10 2019

HUMAN RESOURCES

OFFICE OF THE CITY ATTORNEY  
OUTSIDE EMPLOYMENT APPROVAL FORM  
SUPPORT STAFF

Name: L'TANYA Portlock

Date of Request: 10/08/2019

City Attorney Branch/Section: POLA-HARBOR

Outside Title/Position: Probate Paralegal & Family

Outside Employer Name and Address:

Business  
Number of hours per week: 2-8 hrs./wk.

L.A. CJA 90045

Outside Work Schedule days/times: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Type of Work: Probate & Family Business

Start and End Date: 10/3/2019 - 10/31/2020

ALL OUTSIDE EMPLOYMENT MUST BE RENEWED ON AN ANNUAL BASIS

**Factors to Consider**

Note: If any of factors 1 through 5 apply, the Ethics Ordinance requires that the request be denied.

	Yes	No
1. Whether the payment or the services (paid or unpaid) to be provided creates the appearance of or involves actual use of employment or the time, facilities, equipment or supplies of the employee's agency, for private gain;	<input type="checkbox"/>	<input checked="" type="checkbox"/>
2. Whether the payment, services for which payment would be received, or unpaid services involves the acceptance by the employee of any money or other consideration from anyone other than his or her agency for the performance of an act which the employee, if not performing such act for the outside source of income, would be required or expected to render in the regular course or of his or her duties as a City employee;	<input type="checkbox"/>	<input checked="" type="checkbox"/>
3. Whether the City employee is in a position to make, to participate in making, or to influence a potential governmental decision that could foreseeably have a material financial effect on the source of income;	<input type="checkbox"/>	<input checked="" type="checkbox"/>
4. Whether the payment or services for which the payment would be received involves the performance of any act in other than an employee capacity which may later be subject to the control, inspection, review, audit or enforcement of any other employee of his or her agency;	<input type="checkbox"/>	<input checked="" type="checkbox"/>
5. Whether the services involve such time demands that would render the employee's performance of his or her City duties less efficient.	<input type="checkbox"/>	<input checked="" type="checkbox"/>
6. Whether the outside services might result in conflicts between the City and an outside client that will hinder the employee's services to the City.	<input type="checkbox"/>	<input checked="" type="checkbox"/>
7. Will you receive any remuneration for your employment? If so, list the approximate amount: <u>Varies</u>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

APPROVED BY:

Supervisor

Date: 10/8/19

Date: 10/10/19

Chief of Staff

Date: 10/10/19

Branch Chief

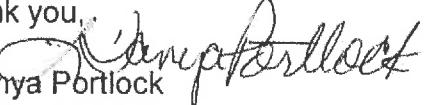
\*If the employment is with a "restricted source," you must also obtain approval from the Ethics Commission. LAMC §49.5.7.C.2. This includes anyone who does or seeks to do business with the City Attorney, anyone who has attempted to influence you in a legislative or administrative action which would have a direct material financial effect on that person, a lobbyist or lobbying firm that seeks to influence decisions of the City Attorney, and a person who is party to a proceeding involving a license, permit or other entitlement for use pending before you.

\*OFFICE OF THE CITY ATTORNEY  
OUTSIDE EMPLOYMENT APPROVAL FORM  
SUPPORT STAFF  
Original date of Request 10/8/2 019  
PAGE 2

In answer to the request for the "Number of hours per week:"

It varies, as it has every year. With my Mom now transitioned, it is going to be a very rough estimate. Each year it varies and that's why I put varies and various, because change is a constant. There is no way I can know the absolute answer to that question and now with my health challenges, I don't want to be held to time and space. At the same time, I do want to preserve and take advantage of the "Outside Employment" opportunities, should they arise. Especially, with my challenges it could prove beneficial for me to take advantage of any opportunities.

Thank you,

  
L'Tanya Portlock  
POLA-HARBOR

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DEC 21 2018

**OFFICE OF THE CITY ATTORNEY  
OUTSIDE EMPLOYMENT APPROVAL FORM**

ATTORNEY

Name: Andre' Quintero

Date of Request: 12/20/18 HUMAN RESOURCES

City Attorney Branch/Section: Central Trials

Outside Title/Position: Boardmember

Outside Employer Name and Address:

Number of hours per month: 2 hrs

Sanitation Districts of LA County  
1955 Workman Mill Rd, Whittier, 90601

Outside Work Schedule days/times: month / 1PM - 3PM

Type of Work: Board of Directors Dist 15

Phone Number: [REDACTED]  
Start and End Date: 01/01/19 / 12/31/19

\* I will not work while performing my duties as a DCA. Andre' Quintero  
ALL OUTSIDE EMPLOYMENT MUST BE RENEWED ON AN ANNUAL BASIS

**Factors to Consider**

Note: If any of factors 1 through 5 apply, the Ethics Ordinance requires that the request be denied.

Yes      No

1. Whether the payment or the services (paid or unpaid) to be provided creates the appearance of or involves actual use of public office or employment or the time, facilities, equipment or supplies of the official's agency, for private gain;

2. Whether the payment, services for which payment would be received, or unpaid services involves the acceptance by the official of any money or other consideration from anyone other than his or her agency for the performance of an act which the official, if not performing such act for the outside source of income, would be required or expected to render in the regular course of his or her duties as a City official;

3. Whether the City official is in a position to make, to participate in making, or to influence a potential governmental decision that could foreseeably have a material financial effect on the source of income;

4. Whether the payment or services for which the payment would be received involves the performance of any act in other than an official capacity which may later be subject to the control, inspection, review, audit or enforcement of any other official of his or her agency;

5. Whether the services involve such time demands that would render the official's performance of his or her official duties less efficient.

6. Whether the outside services might result in conflicts between the City and an outside client that will hinder the official's services to the City.

7. Are any issues of municipal law involved? If so, describe: \_\_\_\_\_

8. Are you representing a person or entities in a proceeding where you will be taking a position adverse to another municipality? If so, describe: \_\_\_\_\_

9. Will you receive any remuneration for your employment? If so, list the approximate amount: \$125/month

APPROVED BY:

Ron North  
Supervisor  
ATL  
Chief of Staff

Date: 12/20/18  
Date: 12/21/18

J.W. Dickey  
Branch Chief

Date: 12/29/2018

If the employment is with a "restricted source," you must also obtain approval from the Ethics Commission. LAMC § 49.5.7.C.2. This includes anyone who does or seeks to do business with the City Attorney, anyone who has attempted to influence you in a legislative or administrative action which would have a direct material financial effect on that person, a lobbyist or lobbying firm that seeks to influence decisions of the City Attorney, and a person who is a party to a proceeding involving a license, permit or other entitlement for use pending before you.

RECEIVED

DEC 21 2018

**OFFICE OF THE CITY ATTORNEY  
OUTSIDE EMPLOYMENT APPROVAL FORM**

ATTORNEY

Name: Andre' QuinteroCity Attorney Branch/Section: Central Trials

Outside Employer Name and Address:

City of El Monte11333 Valley Blvd, El Monte, CA 91733Type of Work: City Council

\* I will not work while performing my duties as a DCA. Andre' Quintero  
 ALL OUTSIDE EMPLOYMENT MUST BE RENEWED ON AN ANNUAL BASIS

**Factors to Consider**

Note: If any of factors 1 through 5 apply, the Ethics Ordinance requires that the request be denied.

	Yes	No
1. Whether the payment or the services (paid or unpaid) to be provided creates the appearance of or involves actual use of public office or employment or the time, facilities, equipment or supplies of the official's agency, for private gain;	<input type="checkbox"/>	<input checked="" type="checkbox"/>
2. Whether the payment, services for which payment would be received, or unpaid services involves the acceptance by the official of any money or other consideration from anyone other than his or her agency for the performance of an act which the official, if not performing such act for the outside source of income, would be required or expected to render in the regular course or of his or her duties as a City official;	<input type="checkbox"/>	<input checked="" type="checkbox"/>
3. Whether the City official is in a position to make, to participate in making, or to influence a potential governmental decision that could foreseeably have a material financial effect on the source of income;	<input type="checkbox"/>	<input checked="" type="checkbox"/>
4. Whether the payment or services for which the payment would be received involves the performance of any act in other than an official capacity which may later be subject to the control, inspection, review, audit or enforcement of any other official of his or her agency;	<input type="checkbox"/>	<input checked="" type="checkbox"/>
5. Whether the services involve such time demands that would render the official's performance of his or her official duties less efficient.	<input type="checkbox"/>	<input checked="" type="checkbox"/>
6. Whether the outside services might result in conflicts between the City and an outside client that will hinder the official's services to the City.	<input type="checkbox"/>	<input checked="" type="checkbox"/>
7. Are any issues of municipal law involved? If so, describe: <u>only to the extent I will be provided legal counsel by El Monte City Attorney</u>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
8. Are you representing a person or entities in a proceeding where you will be taking a position adverse to another municipality? If so, describe: _____	<input type="checkbox"/>	<input checked="" type="checkbox"/>
9. Will you receive any remuneration for your employment? If so, list the approximate amount: <u>Approximately \$1132/Month + Health Benefit</u>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

**APPROVED BY:**

Brian F. Huie  
Supervisor  
DAC

Date: 12/20/18Date: 12/20/18

Chief of Staff

M. J. Jordan  
Branch Chief

Date: 12/20/2018

\*If the employment is with a "restricted source," you must also obtain approval from the Ethics Commission. LAMC § 49.5.7.C.2. This includes anyone who does or seeks to do business with the City Attorney, anyone who has attempted to influence you in a legislative or administrative action which would have a direct material financial effect on that person, a lobbyist or lobbying firm that seeks to influence decisions of the City Attorney, and a person who is a party to a proceeding involving a license, permit or other entitlement for use pending before you.

HUMAN RESOURCES

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JUN 20 2019

## HUMAN RESOURCES

OFFICE OF THE CITY ATTORNEY  
OUTSIDE EMPLOYMENT APPROVAL FORM  
ATTORNEYName: JULIE RAFFERTYCity Attorney Branch/Section: PUBLIC SAFETY GEN. COUNSEL DIVISION

Outside Employer Name and Address:

Los Angeles Police Federal Credit Union  
16150 Sherman Way, VN CA 91406Type of Work: Director - Credit UnionDate of Request: 5-22-19Outside Title/Position: Board MemberNumber of hours per week: Maybe 1-2Outside Work Schedule days/times: VariesPhone Number: [REDACTED]Start and End Date: 6/13/19, ONGOING  
6/12/20

(m/f)

## ALL OUTSIDE EMPLOYMENT MUST BE RENEWED ON AN ANNUAL BASIS

Factors to Consider

Note: If any of factors 1 through 5 apply, the Ethics Ordinance requires that the request be denied.

Yes      No

1. Whether the payment or the services (paid or unpaid) to be provided creates the appearance of or involves actual use of public office or employment or the time, facilities, equipment or supplies of the official's agency, for private gain;
2. Whether the payment, services for which payment would be received, or unpaid services involves the acceptance by the official of any money or other consideration from anyone other than his or her agency for the performance of an act which the official, if not performing such act for the outside source of income, would be required or expected to render in the regular course or of his or her duties as a City official;
3. Whether the City official is in a position to make, to participate in making, or to influence a potential governmental decision that could foreseeably have a material financial effect on the source of income;
4. Whether the payment or services for which the payment would be received involves the performance of any act in other than an official capacity which may later be subject to the control, inspection, review, audit or enforcement of any other official of his or her agency;
5. Whether the services involve such time demands that would render the official's performance of his or her official duties less efficient;
6. Whether the outside services might result in conflicts between the City and an outside client that will hinder the official's services to the City;
7. Are any issues of municipal law involved? If so, describe: \_\_\_\_\_
8. Are you representing a person or entities in a proceeding where you will be taking a position adverse to another municipality? If so, describe: \_\_\_\_\_
9. Will you receive any remuneration for your employment? If so, list the approximate amount: Attendance at 2 LAPPCCU-held conferences

## APPROVED BY:

Karen J. Clark  
 Supervisor  
 Chief of Staff Deputy

Date: 5/22/19Date: 5/30/19

Oliver  
 Branch Chief

Date: 5/28/19

\*If the employment is with a "restricted source," you must also obtain approval from the Ethics Commission. LAMC § 49.5.7.C.2. This includes anyone who does or seeks to do business with the City Attorney, anyone who has attempted to influence you in a legislative or administrative action which would have a direct material financial effect on that person, a lobbyist or lobbying firm that seeks to influence decisions of the City Attorney, and a person who is a party to a proceeding involving a license, permit or other entitlement for use pending before you.

RECEIVED  
DEC 03 2019

**OFFICE OF THE CITY ATTORNEY  
OUTSIDE EMPLOYMENT APPROVAL FORM  
SUPPORT STAFF**

Name: Nancy Rivera

Date of Request: 11/25/19 HUMAN RESOURCES

City Attorney Branch/Section: BUSINESS OFFICE

Outside Title/Position: Adult Education Babysitter

Outside Employer Name and address:

Number of hours per week: 17

El Monte Union High School District

Outside Work Schedule days/times: 4:30pm - 8:45pm

3537 Johnson Ave. El Monte, CA 91731

Phone Number: [REDACTED]

Type of Work: supervise children while parents attend class at El Monte adult School

Start and End Date: 8/2015 - Ongoing  
11/25/19 - 11/24/2020 (y/n)

**ALL OUTSIDE EMPLOYMENT MUST BE RENEWED ON AN ANNUAL BASIS**

**Factors to Consider**

Note: If any of factors 1 through 5 apply, the Ethics Ordinance requires that the request be denied.

Yes      No

1. Whether the payment or the services (paid or unpaid) to be provided creates the appearance of or involves actual use of employment or the time, facilities, equipment or supplies of the employee's agency, for private gain;

2. Whether the payment, services for which the payment would be received, or unpaid services involves the acceptance by the employee of any money or other consideration from anyone other than his or her agency for the performance of an act which the employee, if not performing such act for the outside source of income, would be required or expected to render in the regular course of his or her duties as a City employee;

3. Whether the City employee is in a position to make, to participate in making, or to influence a potential governmental decision that could foreseeably have a material financial effect on the source of income;

4. Whether the payment or services for which the payment would be received involves the performance of any act in other than an employee capacity which may later be subject to the control, inspection, review, audit or enforcement of any other employee of his or her agency;

5. Whether the services involve such time demands that would render the employee's performance of his or her City duties less efficient.

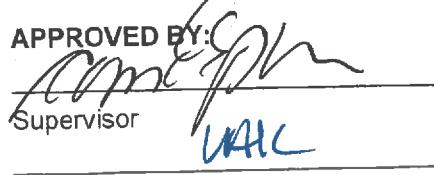
6. Whether the outside services might result in conflicts between the City and an outside client that will hinder the employee's services to the City.

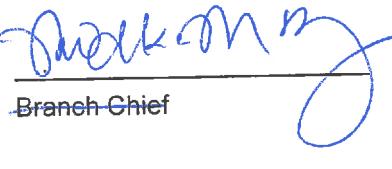
7. Will you receive any remuneration for your employment? If so, list the approximate amount:

\$16 per hour

Please be advised that any and all current authorization for outside employment that may be in effect during the time an employee is on FMLA or Personal Medical Leave will be suspended through the duration of the leave.

APPROVED BY:

  
Supervisor  
URC

Date: 11/27/19   
Branch Chief

Date: 12/2/2019

Date: 12/2/19

Chief of Staff

\*If the employment is with a "restricted source," you must also obtain approval from the Ethics Commission. LAMC §49.5.7.C.2. This includes anyone who does or seeks to do business with the City Attorney, anyone who has attempted to influence you in a legislative or administrative action which would have a direct material financial effect on that person, a lobbyist or lobbying firm, that seeks to influence decisions of the City Attorney, and a person who is a party to a proceeding involving a license, permit or other entitlement for use pending before you.

✓  
RECEIVED  
AUG - 8 2019

HUMAN RESOURCES

**OFFICE OF THE CITY ATTORNEY  
OUTSIDE EMPLOYMENT APPROVAL FORM  
ATTORNEY**

Name: ERIC ROSENBLATT

Date of Request: 7/30/19

City Attorney Branch/Section: CRIMINAL/Code Enforcement

Outside Title/Position: PHOTOGRAPHER

Outside Employer Name and Address:

Number of hours per week: 4-8

SELF DBA ERIC ROSENBLATT PHOTOGRAPHY  
[REDACTED], LA 90031

Outside Work Schedule days/times: WEEKENDS & EVENINGS

Type of Work: PORTRAIT & TRAVEL PHOTOGRAPHY

Phone Number: [REDACTED]

Start and End Date: 8/1/19 , 8/7/2020

**ALL OUTSIDE EMPLOYMENT MUST BE RENEWED ON AN ANNUAL BASIS**

**Factors to Consider**

Note: If any of factors 1 through 5 apply, the Ethics Ordinance requires that the request be denied.

	Yes	No
1. Whether the payment or the services (paid or unpaid) to be provided creates the appearance of or involves actual use of public office or employment or the time, facilities, equipment or supplies of the official's agency, for private gain;	<input type="checkbox"/>	<input checked="" type="checkbox"/>
2. Whether the payment, services for which payment would be received, or unpaid services involves the acceptance by the official of any money or other consideration from anyone other than his or her agency for the performance of an act which the official, if not performing such act for the outside source of income, would be required or expected to render in the regular course or of his or her duties as a City official;	<input type="checkbox"/>	<input checked="" type="checkbox"/>
3. Whether the City official is in a position to make, to participate in making, or to influence a potential governmental decision that could foreseeably have a material financial effect on the source of income;	<input type="checkbox"/>	<input checked="" type="checkbox"/>
4. Whether the payment or services for which the payment would be received involves the performance of any act in other than an official capacity which may later be subject to the control, inspection, review, audit or enforcement of any other official of his or her agency;	<input type="checkbox"/>	<input checked="" type="checkbox"/>
5. Whether the services involve such time demands that would render the official's performance of his or her official duties less efficient.	<input type="checkbox"/>	<input checked="" type="checkbox"/>
6. Whether the outside services might result in conflicts between the City and an outside client that will hinder the official's services to the City.	<input type="checkbox"/>	<input checked="" type="checkbox"/>
7. Are any issues of municipal law involved? If so, describe: _____	<input type="checkbox"/>	<input checked="" type="checkbox"/>
8. Are you representing a person or entities in a proceeding where you will be taking a position adverse to another municipality? If so, describe: _____	<input type="checkbox"/>	<input checked="" type="checkbox"/>

9. Will you receive any remuneration for your employment? If so, list the approximate amount:  
\$150 PER PORTRAIT SESSION TO ?? FOR LARGER PROJECTS

**APPROVED BY:**

M. McLean

Date: 7/30/2019

M. McLean

Date: 8/5/2019

Supervisor

CM

Branch Chief

Date: 8/5/19

Chief of Staff

If the employment is with a "restricted source," you must also obtain approval from the Ethics Commission. LAMC § 49.5.7.C.2. This includes anyone who does or seeks to do business with the City Attorney, anyone who has attempted to influence you in a legislative or administrative action which would have a direct material financial effect on that person, a lobbyist or lobbying firm that seeks to influence decisions of the City Attorney, and a person who is a party to a proceeding involving a license, permit or other entitlement for use pending before you.

17

**OFFICE OF THE CITY ATTORNEY  
OUTSIDE EMPLOYMENT APPROVAL FORM  
ATTORNEY**

RECEIVED

JUL 01 2019

**HUMAN RESOURCES**

Name: HUGO ROSSITTER

Date of Request: 6/7/19

City Attorney Branch/Section: Labor Relations

Outside Title/Position: MEDIATOR

Outside Employer Name and address:

HUGO ROSSITTER  
[REDACTED]

Number of hours per week: ONE 2/MONTH

has Another CA 90034

Outside Work Schedule days/times: SPR 8AM

Type of Work: Civil MEDIATION

Phone Number: [REDACTED]

Start and End Date: 7/1/19 - 6/30/20

**ALL OUTSIDE EMPLOYMENT MUST BE RENEWED ON AN ANNUAL BASIS**

**Factors to Consider**

Note: If any of factors 1 through 5 apply, the Ethics Ordinance requires that the request be denied.

Yes      No

1. Whether the payment or the services (paid or unpaid) to be provided creates the appearance of or involves actual use of public office or employment or the time, facilities, equipment or supplies of the official's agency, for private gain;
2. Whether the payment, services for which the payment would be received, or unpaid services involves the acceptance by the official of any money or other consideration from anyone other than his or her agency for the performance of an act which the official, if not performing such act for the outside source of income, would be required or expected to render in the regular course of his or her duties as a City official;
3. Whether the City official is in a position to make, to participate in making, or to influence a potential governmental decision that could foreseeably have a material financial effect on the source of income;
4. Whether the payment or services for which the payment would be received involves the performance of any act in other than an official capacity which may later be subject to the control, inspection, review, audit or enforcement of any other official of his or her agency;
5. Whether the services involve such time demands that would render the official's performance of his or her official duties less efficient.
6. Whether the outside services might result in conflicts between the City and an outside client that will hinder the official's services to the City.

7. Are any issues of municipal law involved? If so, describe: \_\_\_\_\_

8. Are you representing a person or entity in a proceeding where you will be taking a position adverse to another municipality? If so, describe: \_\_\_\_\_

9. Will you receive any remuneration for your employment? If so, list the approximate amount: \$355/Hr

Please be advised that any and all current authorization for outside employment that may be in effect during the time an employee is on FMLA or Personal Medical Leave will be suspended through the duration of the leave.

APPROVED BY:

Christine Dominguez  
Supervisor  
WAH

Date:

6/11/19

Date:

6/30/19

Branch Chief

Date: 6/28/19

Chief of Staff

\*If the employment is with a "restricted source," you must also obtain approval from the Ethics Commission. LAMC §49.5.7.C.2. This includes anyone who does or seeks to do business with the City Attorney, anyone who has attempted to influence you in a legislative or administrative action which would have a direct material financial effect on that person, a lobbyist or lobbying firm, that seeks to influence decisions of the City Attorney, and a person who is a party to a proceeding involving a license, permit or other entitlement for use pending before you.

**OFFICE OF THE CITY ATTORNEY  
OUTSIDE EMPLOYMENT APPROVAL FORM  
ATTORNEY**

RECEIVED

JUL 01 2019

**HUMAN RESOURCES**

Name: Hugh Rossitter

Date of Request: 6/7/19

City Attorney Branch/Section: Human Relations

Outside Title/Position: HEARING EXAMINER

Outside Employer Name and address:

L.A. COUNTY CIVIL SERVICE

Number of hours per week: 8/DAY

500 N. TEMPLE, SUITE 2012  
LOS ANGELES CA 90012

Outside Work Schedule days/times: MON-FRI 8AM-6PM

Type of Work: HEARING EXAMINER

Phone Number: [REDACTED]

Start and End Date: 7/1/19 - 6/30/20

**ALL OUTSIDE EMPLOYMENT MUST BE RENEWED ON AN ANNUAL BASIS**

**Factors to Consider**

Note: If any of factors 1 through 5 apply, the Ethics Ordinance requires that the request be denied.

Yes      No

1. Whether the payment or the services (paid or unpaid) to be provided creates the appearance of or involves actual use of public office or employment or the time, facilities, equipment or supplies of the official's agency, for private gain;
2. Whether the payment, services for which the payment would be received, or unpaid services involves the acceptance by the official of any money or other consideration from anyone other than his or her agency for the performance of an act which the official, if not performing such act for the outside source of income, would be required or expected to render in the regular course of his or her duties as a City official;
3. Whether the City official is in a position to make, to participate in making, or to influence a potential governmental decision that could foreseeably have a material financial effect on the source of income;
4. Whether the payment or services for which the payment would be received involves the performance of any act in other than an official capacity which may later be subject to the control, inspection, review, audit or enforcement of any other official of his or her agency;
5. Whether the services involve such time demands that would render the official's performance of his or her official duties less efficient.
6. Whether the outside services might result in conflicts between the City and an outside client that will hinder the official's services to the City.
7. Are any issues of municipal law involved? If so, describe: \_\_\_\_\_
8. Are you representing a person or entity in a proceeding where you will be taking a position adverse to another municipality? If so, describe: \_\_\_\_\_
9. Will you receive any remuneration for your employment? If so, list the approximate amount: \$1200 /DAY

Please be advised that any and all current authorization for outside employment that may be in effect during the time an employee is on FMLA or Personal Medical Leave will be suspended through the duration of the leave.

APPROVED BY:

Debrae Sweeney

Supervisor

JAK

Date: 6/19/19

Ollie

Date: 6/28/19

Branch Chief

Date: 6/30/19

Chief of Staff

\*If the employment is with a "restricted source," you must also obtain approval from the Ethics Commission. LAMC §49.5.7.C.2. This includes anyone who does or seeks to do business with the City Attorney, anyone who has attempted to influence you in a legislative or administrative action which would have a direct material financial effect on that person, a lobbyist or lobbying firm, that seeks to influence decisions of the City Attorney, and a person who is a party to a proceeding involving a license, permit or other entitlement for use pending before you.

work as hearing officer will not be on city time and will be approved by Dr. Sweeny manager if during work hours. Hugh Kasper

1/

**OFFICE OF THE CITY ATTORNEY  
OUTSIDE EMPLOYMENT APPROVAL FORM  
ATTORNEY**

RECEIVED  
AUG - 1 2019  
**HUMAN RESOURCES**

Name: Rosalind Russell

City Attorney Branch/Section: Metro

Outside Employer Name and address:

MADD - Mothers against drunk driving

5455 Garden Grove Blvd. Suite 150  
Westminster Ca. 92683

Type of Work: Board member / walk  
Like MADD Committee

Date of Request: 7-25-19

Outside Title/Position: Madd board member

Number of hours per week: About 1 hr a week,  
and likely 1 hour will be on weekend & or evening

Outside Work Schedule days/times: Quarterly Board  
meeting, from year to year, will be 10:30 am, by phone. Not

Phone Number: 714 838-6199 ext. 6654

Start and End Date: whenever approved, no set end date

8/1/19 7/31/20

**ALL OUTSIDE EMPLOYMENT MUST BE RENEWED ON AN ANNUAL BASIS**

**Factors to Consider**

Note: If any of factors 1 through 5 apply, the Ethics Ordinance requires that the request be denied.

Yes      No

1. Whether the payment or the services (paid or unpaid) to be provided creates the appearance of or involves actual use of public office or employment or the time, facilities, equipment or supplies of the official's agency, for private gain;
2. Whether the payment, services for which the payment would be received, or unpaid services involves the acceptance by the official of any money or other consideration from anyone other than his or her agency for the performance of an act which the official, if not performing such act for the outside source of income, would be required or expected to render in the regular course of his or her duties as a City official;
3. Whether the City official is in a position to make, to participate in making, or to influence a potential governmental decision that could foreseeably have a material financial effect on the source of income;
4. Whether the payment or services for which the payment would be received involves the performance of any act in other than an official capacity which may later be subject to the control, inspection, review, audit or enforcement of any other official of his or her agency;
5. Whether the services involve such time demands that would render the official's performance of his or her official duties less efficient.
6. Whether the outside services might result in conflicts between the City and an outside client that will hinder the official's services to the City.
7. Are any issues of municipal law involved? If so, describe: \_\_\_\_\_
8. Are you representing a person or entity in a proceeding where you will be taking a position adverse to another municipality? If so, describe: \_\_\_\_\_
9. Will you receive any remuneration for your employment? If so, list the approximate amount: \_\_\_\_\_

Please be advised that any and all current authorization for outside employment that may be in effect during the time an employee is on FMLA or Personal Medical Leave will be suspended through the duration of the leave.

APPROVED BY:

Supervisor

Chief of Staff

Date: 7-29-19

Date: 7/31/19

M. Holstein

Branch Chief

Date: 7/30/2019

\*If the employment is with a "restricted source," you must also obtain approval from the Ethics Commission. LAMC §49.5.7.C.2. This includes anyone who does or seeks to do business with the City Attorney, anyone who has attempted to influence you in a legislative or administrative action which would have a direct material financial effect on that person, a lobbyist or lobbying firm, that seeks to influence decisions of the City Attorney, and a person who is a party to a proceeding involving a license, permit or other entitlement for use pending before you.



Norman Pasion &lt;norman.pasion@lacity.org&gt;

---

**Fwd: Rosalind Russell MADD**

1 message

**MC Molidor** <mc.molidor@lacity.org>  
To: Norman Pasion <Norman.Pasion@lacity.org>

Tue, Jul 30, 2019 at 10:39 AM

Can you print out or get the hard copy?

Sent from my iPhone

Begin forwarded message:

**From:** Robert Cha <robert.cha@lacity.org>  
**Date:** July 30, 2019 at 10:00:28 AM PDT  
**To:** MC Molidor <mc.molidor@lacity.org>  
**Subject:** Fwd: Rosalind Russell MADD

Hi Mary Clare,

Here is Roz' updated Outside Employment form. I asked her to try to give more detail on the time commitment. Since it's a voluntary position that meet irregularly, it was hard to pin down the exact time but she did give estimates. None of the meetings will occur during work hours. Please let me know if you have any questions. Thanks.

----- Forwarded message -----

From: **Mark Soriano** <mark.soriano@lacity.org>  
Date: Thu, Jul 25, 2019 at 3:36 PM  
Subject: Rosalind Russell MADD  
To: Robert Cha <Robert.Cha@lacity.org>  
Cc: Rosalind Russell <rosalind.russell@lacity.org>

Robert,

Roz made a follow up inquiry based on your previous email, so she modified her "Outside Employment Approval Form". In case you can't read it, she hand wrote:

Number of Hours per week: **About 1 hr a week, and likely 1 hour will be on weekends or evenings.**  
Outside Work Schedule days/times: **Quarterly Board meeting from 9 a.m. to 10:30 a.m. by phone. Not mandatory if job conflict.**

I will send you the hard copy via interoffice mail. Let me know if you have any additional questions.

Mark

--  
Mark R. Soriano  
Assistant Supervising Attorney  
Metropolitan Branch  
Los Angeles City Attorney's Office  
1945 S. Hill Street  
Los Angeles, CA 90007  
213-978-2400

\*\*\*\*\*Confidentiality Notice\*\*\*\*\*

This electronic message transmission contains information  
from the Office of the Los Angeles City Attorney, which may be confidential or protected by the attorney-

RECEIVED  
JUL 18 2019

**OFFICE OF THE CITY ATTORNEY**  
**OUTSIDE EMPLOYMENT APPROVAL FORM**  
**ATTORNEY**

✓  
HUMAN RESOURCES

Name: Andrew Said

City Attorney Branch/Section: SNAGD

Outside Employer Name and address:

Los Angeles Superior Court  
111 N Hill St, Los Angeles CA 90012

Type of Work: Judicial

Date of Request: 6-4-19

Outside Title/Position: Judge pro tem

Number of hours per week: TBD

Outside Work Schedule days/times: Minimum 4 times per year

Phone Number: [REDACTED]

Start and End Date: 2019 6/2020

Outside employment will not be deducted on city time.

**ALL OUTSIDE EMPLOYMENT MUST BE RENEWED ON AN ANNUAL BASIS**

**Factors to Consider**

Note: If any of factors 1 through 5 apply, the Ethics Ordinance requires that the request be denied.

Yes      No

1. Whether the payment or the services (paid or unpaid) to be provided creates the appearance of or involves actual use of public office or employment or the time, facilities, equipment or supplies of the official's agency, for private gain;

2. Whether the payment, services for which the payment would be received, or unpaid services involves the acceptance by the official of any money or other consideration from anyone other than his or her agency for the performance of an act which the official, if not performing such act for the outside source of income, would be required or expected to render in the regular course of his or her duties as a City official;

3. Whether the City official is in a position to make, to participate in making, or to influence a potential governmental decision that could foreseeably have a material financial effect on the source of income;

4. Whether the payment or services for which the payment would be received involves the performance of any act in other than an official capacity which may later be subject to the control, inspection, review, audit or enforcement of any other official of his or her agency;

5. Whether the services involve such time demands that would render the official's performance of his or her official duties less efficient.

6. Whether the outside services might result in conflicts between the City and an outside client that will hinder the official's services to the City.

7. Are any issues of municipal law involved? If so, describe: \_\_\_\_\_

8. Are you representing a person or entity in a proceeding where you will be taking a position adverse to another municipality? If so, describe: \_\_\_\_\_

9. Will you receive any remuneration for your employment? If so, list the approximate amount: \_\_\_\_\_

\* Please see attached for additional conditions on outside employment as a Temporary Judge.

Please be advised that any and all current authorization for outside employment that may be in effect during the time an employee is on FMLA or Personal Medical Leave will be suspended through the duration of the leave.

APPROVED BY:



Supervisor

CHK

Date: 6/5/19



Branch Chief

Date: 7/16/2019

Chief of Staff

Date: 7/17/19

If the employment is with a "restricted source," you must also obtain approval from the Ethics Commission. LAMC §49.5.7.C.2. This includes anyone who does or seeks to do business with the City Attorney, anyone who has attempted to influence you in a legislative or administrative action which would have a direct material financial effect on that person, a lobbyist or lobbying firm, that seeks to influence decisions of the City Attorney, and a person who is a party to a proceeding involving a license, permit or other entitlement for use pending before you.

Additional conditions on outside employment involving serving as a temporary judge include the following:

- 1) All temporary judge assignments (time off for this purpose using vacation or compensatory time) must be submitted to your supervisor for pre-approval no less than one (1) week prior to the requested assignment;
- 2) The frequency of temporary judge assignments must not exceed one (1) per month; and
- 3) If approved, that approval will always be contingent upon the temporary judge assignment (time off for this purpose) not interfering with any of your work duties as determined by your supervisor or the operation of you section.



SHERRI R. CARTER  
EXECUTIVE OFFICER / CLERK OF COURT

111 NORTH HILL STREET  
LOS ANGELES, CA 90012-3014

***Superior Court of California  
County of Los Angeles***

Andrew Said  
Office of the Los Angeles City Attorney  
200 North Main Street, Suite 500  
City Hall East, Mail Stop 140  
Los Angeles, CA 90012

Date: July 3, 2019

Re: Your Request Received June 17, 2019

Dear Mr. Said,

On behalf of the Superior Court of California, County of Los Angeles, Temporary Judge Program, this letter is in response to your request dated June 17, 2019.

After approval by the Presiding Judge to sit as a Temporary Judge, we will note in our database that you are a prosecuting attorney. You will then be contacted to assist with coverage in small claims cases rather than traffic cases. If you need any additional information please contact me at (213) 633-0036.

Thank you for your interest to sit as a Temporary Judge.

Sincerely,

A handwritten signature in black ink, appearing to read "Qiana Bowens".

Qiana Bowens, Court Operations Manager  
Temporary Judge Program

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AUG 30 2019

OFFICE OF THE CITY ATTORNEY  
OUTSIDE EMPLOYMENT APPROVAL FORM  
ATTORNEY

HUMAN RESOURCES

Name: Andrew Said

Date of Request: 8-19-19

City Attorney Branch/Section: Criminal, NPP

Outside Title/Position: Advisory Board

Outside Employer Name and address:

Number of hours per week: 0

LAW Best

Outside Work Schedule days/times: 2 meetings per year

200 N Spring St Suite M-120

Phone Number: [REDACTED]

Type of Work: Board

Start and End Date: 10-1-19 / ongoing  
to 9-30-20

ALL OUTSIDE EMPLOYMENT MUST BE RENEWED ON AN ANNUAL BASIS

**Factors to Consider**

Note: If any of factors 1 through 5 apply, the Ethics Ordinance requires that the request be denied.

Yes No

1. Whether the payment or the services (paid or unpaid) to be provided creates the appearance of or involves actual use of public office or employment or the time, facilities, equipment or supplies of the official's agency, for private gain;

2. Whether the payment, services for which the payment would be received, or unpaid services involves the acceptance by the official of any money or other consideration from anyone other than his or her agency for the performance of an act which the official, if not performing such act for the outside source of income, would be required or expected to render in the regular course of his or her duties as a City official;

3. Whether the City official is in a position to make, to participate in making, or to influence a potential governmental decision that could foreseeably have a material financial effect on the source of income;

4. Whether the payment or services for which the payment would be received involves the performance of any act in other than an official capacity which may later be subject to the control, inspection, review, audit or enforcement of any other official of his or her agency;

5. Whether the services involve such time demands that would render the official's performance of his or her official duties less efficient.

6. Whether the outside services might result in conflicts between the City and an outside client that will hinder the official's services to the City.

7. Are any issues of municipal law involved? If so, describe: \_\_\_\_\_

8. Are you representing a person or entity in a proceeding where you will be taking a position adverse to another municipality? If so, describe: \_\_\_\_\_

9. Will you receive any remuneration for your employment? If so, list the approximate amount: \_\_\_\_\_

Please be advised that any and all current authorization for outside employment that may be in effect during the time an employee is on FMLA or Personal Medical Leave will be suspended through the duration of the leave.

APPROVED BY:

Tamara Gallo

Supervisor

WAK

Date: 8/22/19

Date: 8/29/19

Mark Kostura

Date: 8/26/2019

Branch Chief

Chief of Staff

\*If the employment is with a "restricted source," you must also obtain approval from the Ethics Commission. LAMC §49.5.7.C.2. This includes anyone who does or seeks to do business with the City Attorney, anyone who has attempted to influence you in a legislative or administrative action which would have a direct material financial effect on that person, a lobbyist or lobbying firm, that seeks to influence decisions of the City Attorney, and a person who is a party to a proceeding involving a license, permit or other entitlement for use pending before you.

✓  
J.P.

**OFFICE OF THE CITY ATTORNEY**  
**OUTSIDE EMPLOYMENT APPROVAL FORM**

ATTORNEY

Name: George Sami

Date of Request: 5/30/19

City Attorney Branch/Section: Criminal / Gang and Gun Prosecution Section

Outside Title/Position: Attorney-at-Law

Outside Employer Name and Address:

Number of hours per week: 5

George Sami, Esq.

Weekdays after 6pm.

[REDACTED], CA 90638

Type of Work: Legal : Breach of Lease Agreement

Start and End Date: Date of Appointment / UNKnown

7/5/19 - 7/4/20 (rph)

**ALL OUTSIDE EMPLOYMENT MUST BE RENEWED ON AN ANNUAL BASIS**

**Factors to Consider**

Note: If any of factors 1 through 5 apply, the Ethics Ordinance requires that the request be denied.

Yes      No

1. Whether the payment or the services (paid or unpaid) to be provided creates the appearance of or involves actual use of public office or employment or the time, facilities, equipment or supplies of the official's agency, for private gain;

2. Whether the payment, services for which payment would be received, or unpaid services involves the acceptance by the official of any money or other consideration from anyone other than his or her agency for the performance of an act which the official, if not performing such act for the outside source of income, would be required or expected to render in the regular course or of his or her duties as a City official;

3. Whether the City official is in a position to make, to participate in making, or to influence a potential governmental decision that could foreseeably have a material financial effect on the source of income;

4. Whether the payment or services for which the payment would be received involves the performance of any act in other than an official capacity which may later be subject to the control, inspection, review, audit or enforcement of any other official of his or her agency;

5. Whether the services involve such time demands that would render the official's performance of his or her official duties less efficient.

6. Whether the outside services might result in conflicts between the City and an outside client that will hinder the official's services to the City.

7. Are any issues of municipal law involved? If so, describe: \_\_\_\_\_

8. Are you representing a person or entities in a proceeding where you will be taking a position adverse to another municipality? If so, describe: \_\_\_\_\_

9. Will you receive any remuneration for your employment? If so, list the approximate amount: \_\_\_\_\_

**APPROVED BY:**

Jay J  
Supervisor  
LAK  
Chief of Staff

Date: 6/26/19

Date: 7/5/19

M. Prostka  
Branch Chief

Date: 7-3-2019

\*If the employment is with a "restricted source," you must also obtain approval from the Ethics Commission. LAMC § 49.5.7.C.2. This includes anyone who does or seeks to do business with the City Attorney, anyone who has attempted to influence you in a legislative or administrative action which would have a direct material financial effect on that person, a lobbyist or lobbying firm that seeks to influence decisions of the City Attorney, and a person who is a party to a proceeding involving a license, permit or other entitlement for use pending before you.

The case will be filed in Orange County Superior Court. The lease and facts involved arose outside the city of LA (in Orange County).

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DEC 19 2018

**OFFICE OF THE CITY ATTORNEY  
OUTSIDE EMPLOYMENT APPROVAL FORM**

Name: Richard A. Schmidt ATTORNEY Date of Request: 12-18-18 HUMAN RESOURCES

City Attorney Branch/Section: Criminal - Ven Not Outside Title/Position: Instructor TPP program

Outside Employer Name and Address: Trial Advocacy Group LLC  
16110 Northfiger St, Pantin Palmdale CA

Number of hours per week: evenings & evenings

Outside Work Schedule days/times: various days

Phone Number: \_\_\_\_\_

Type of Work: Teaching advocacy

Start and End Date: 1-1-19 / 12-31-19

**ALL OUTSIDE EMPLOYMENT MUST BE RENEWED ON AN ANNUAL BASIS**

**Factors to Consider**

Note: If any of factors 1 through 5 apply, the Ethics Ordinance requires that the request be denied.

	Yes	No
1. Whether the payment or the services (paid or unpaid) to be provided creates the appearance of or involves actual use of public office or employment or the time, facilities, equipment or supplies of the official's agency, for private gain;	<input type="checkbox"/>	<input checked="" type="checkbox"/>
2. Whether the payment, services for which payment would be received, or unpaid services involves the acceptance by the official of any money or other consideration from anyone other than his or her agency for the performance of an act which the official, if not performing such act for the outside source of income, would be required or expected to render in the regular course or of his or her duties as a City official;	<input type="checkbox"/>	<input checked="" type="checkbox"/>
3. Whether the City official is in a position to make, to participate in making, or to influence a potential governmental decision that could foreseeably have a material financial effect on the source of income;	<input type="checkbox"/>	<input checked="" type="checkbox"/>
4. Whether the payment or services for which the payment would be received involves the performance of any act in other than an official capacity which may later be subject to the control, inspection, review, audit or enforcement of any other official of his or her agency;	<input type="checkbox"/>	<input checked="" type="checkbox"/>
5. Whether the services involve such time demands that would render the official's performance of his or her official duties less efficient.	<input type="checkbox"/>	<input checked="" type="checkbox"/>
6. Whether the outside services might result in conflicts between the City and an outside client that will hinder the official's services to the City.	<input type="checkbox"/>	<input checked="" type="checkbox"/>
7. Are any issues of municipal law involved? If so, describe: _____	<input type="checkbox"/>	<input checked="" type="checkbox"/>
8. Are you representing a person or entities in a proceeding where you will be taking a position adverse to another municipality? If so, describe: _____	<input type="checkbox"/>	<input checked="" type="checkbox"/>
9. Will you receive any remuneration for your employment? If so, list the approximate amount: <u>\$150-200 per hour</u>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

**APPROVED BY:**

Molent dsq  
Supervisor VPA

Date: 12/19/18  
Date: 12/19/18

Allie Toldin  
Branch Chief  
Date: 12/19/2018

Chief of Staff

\*If the employment is with a "restricted source," you must also obtain approval from the Ethics Commission. LAMC § 49.5.7.C.2. This includes anyone who does or seeks to do business with the City Attorney, anyone who has attempted to influence you in a legislative or administrative action which would have a direct material financial effect on that person, a lobbyist or lobbying firm that seeks to influence decisions of the City Attorney, and a person who is a party to a proceeding involving a license, permit or other entitlement for use pending before you.

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FEB 21 2019  
HUMAN RESOURCES

**OFFICE OF THE CITY ATTORNEY  
OUTSIDE EMPLOYMENT APPROVAL FORM**

ATTORNEY

Name: CASEY T. SHAW

City Attorney Branch/Section: EMP LIT

Outside Employer Name and Address:

Loyola Law School

ASIAN PACIFIC ALUMNI CHAPTER

Type of Work: LEADERSHIP COMMITTEE

Date of Request: 2-18-19

Outside Title/Position: FOUNDING COMMITTEE MEMBER

Number of hours per week: LESS THAN ONE

Outside Work Schedule days/times: INTERMITTENT

Phone Number: [REDACTED]

Start and End Date: 11/18 - 4/19

**ALL OUTSIDE EMPLOYMENT MUST BE RENEWED ON AN ANNUAL BASIS**

**Factors to Consider**

Note: If any of factors 1 through 5 apply, the Ethics Ordinance requires that the request be denied.

	Yes	No
1. Whether the payment or the services (paid or unpaid) to be provided creates the appearance of or involves actual use of public office or employment or the time, facilities, equipment or supplies of the official's agency, for private gain;	<input type="checkbox"/>	<input checked="" type="checkbox"/>
2. Whether the payment, services for which payment would be received, or unpaid services involves the acceptance by the official of any money or other consideration from anyone other than his or her agency for the performance of an act which the official, if not performing such act for the outside source of income, would be required or expected to render in the regular course or of his or her duties as a City official;	<input type="checkbox"/>	<input checked="" type="checkbox"/>
3. Whether the City official is in a position to make, to participate in making, or to influence a potential governmental decision that could foreseeably have a material financial effect on the source of income;	<input type="checkbox"/>	<input checked="" type="checkbox"/>
4. Whether the payment or services for which the payment would be received involves the performance of any act in other than an official capacity which may later be subject to the control, inspection, review, audit or enforcement of any other official of his or her agency;	<input type="checkbox"/>	<input checked="" type="checkbox"/>
5. Whether the services involve such time demands that would render the official's performance of his or her official duties less efficient.	<input type="checkbox"/>	<input checked="" type="checkbox"/>
6. Whether the outside services might result in conflicts between the City and an outside client that will hinder the official's services to the City.	<input type="checkbox"/>	<input checked="" type="checkbox"/>
7. Are any issues of municipal law involved? If so, describe: _____	<input type="checkbox"/>	<input checked="" type="checkbox"/>
8. Are you representing a person or entities in a proceeding where you will be taking a position adverse to another municipality? If so, describe: _____	<input type="checkbox"/>	<input checked="" type="checkbox"/>
9. Will you receive any remuneration for your employment? If so, list the approximate amount: _____	<input type="checkbox"/>	<input checked="" type="checkbox"/>

**APPROVED BY:**

\_\_\_\_\_  
Supervisor WMC

Date: 2/19/19 JL Date: 2-19-19

Branch Chief

Chief of Staff

Date: 2/19/19

\*If the employment is with a "restricted source," you must also obtain approval from the Ethics Commission, LAMC § 49.5.7.C.2. This includes anyone who does or seeks to do business with the City Attorney, anyone who has attempted to influence you in a legislative or administrative action which would have a direct material financial effect on that person, a lobbyist or lobbying firm that seeks to influence decisions of the City Attorney, and a person who is a party to a proceeding involving a license, permit or other entitlement for use pending before you.

*TP*  
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MAY 09 2019

HUMAN RESOURCES

OFFICE OF THE CITY ATTORNEY  
OUTSIDE EMPLOYMENT APPROVAL FORM  
ATTORNEY

Name: Janna Sidley

Date of Request: May 8, 2019

City Attorney Branch/Section: Harbor

Outside Title/Position: Commissioner

Outside Employer Name and Address:

Number of hours per week: 2

Little Hoover Commission  
925 L Street, Suite 805 Sac. 95814

Outside Work Schedule days/times: 1 day a month

Type of Work: Provide research & reports  
on State leg. issues

Phone Number: [REDACTED]

Start and End Date: 4/13/19 - June 2021

4/12/20 (wfh)

ALL OUTSIDE EMPLOYMENT MUST BE RENEWED ON AN ANNUAL BASIS

**Factors to Consider**

Note: If any of factors 1 through 5 apply, the Ethics Ordinance requires that the request be denied.

Yes	No
<input type="checkbox"/>	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

1. Whether the payment or the services (paid or unpaid) to be provided creates the appearance of or involves actual use of public office or employment or the time, facilities, equipment or supplies of the official's agency, for private gain;

2. Whether the payment, services for which payment would be received, or unpaid services involves the acceptance by the official of any money or other consideration from anyone other than his or her agency for the performance of an act which the official, if not performing such act for the outside source of income, would be required or expected to render in the regular course of his or her duties as a City official;

3. Whether the City official is in a position to make, to participate in making, or to influence a potential governmental decision that could foreseeably have a material financial effect on the source of income;

4. Whether the payment or services for which the payment would be received involves the performance of any act in other than an official capacity which may later be subject to the control, inspection, review, audit or enforcement of any other official of his or her agency;

5. Whether the services involve such time demands that would render the official's performance of his or her official duties less efficient.

6. Whether the outside services might result in conflicts between the City and an outside client that will hinder the official's services to the City.

7. Are any issues of municipal law involved? If so, describe: I don't think this will come up as we look at State law, but I checked yes out of an abundance of caution

8. Are you representing a person or entities in a proceeding where you will be taking a position adverse to another municipality? If so, describe: \_\_\_\_\_

9. Will you receive any remuneration for your employment? If so, list the approximate amount: \_\_\_\_\_

APPROVED BY:

Supervisor: JMC

Date: 5/8/19

Date: 5/8/19

Chief of Staff

Date: 5/8/19

Branch Chief

\*If the employment is with a "restricted source," you must also obtain approval from the Ethics Commission. LAMC § 49.5.7.C.2. This includes anyone who does or seeks to do business with the City Attorney, anyone who has attempted to influence you in a legislative or administrative action which would have a direct material financial effect on that person, a lobbyist or lobbying firm that seeks to influence decisions of the City Attorney, and a person who is a party to a proceeding involving a license, permit or other entitlement for use pending before you.

*MP*  
RECEIVED

OCT 28 2019

HUMAN RESOURCES

OFFICE OF THE CITY ATTORNEY  
OUTSIDE EMPLOYMENT APPROVAL FORM  
ATTORNEY

Name: MARY SORIANO

City Attorney Branch/Section: CRIM/METRO

Outside Employer Name and address:

UC IRVINE ADMISSIONS OFFICE  
260 ALDRICH HALL, IRVINE, CA

Type of Work: APPLICATION REVIEWER

Date of Request: OCT 22, 2019

Outside Title/Position: ADMISSIONS LEADER

Number of hours per week: 12-15

Outside Work Schedule days/times: Weekends

Phone Number: [REDACTED]

Start and End Date: NOV '19, JAN '20

ALL OUTSIDE EMPLOYMENT MUST BE RENEWED ON AN ANNUAL BASIS

**Factors to Consider**

Note: If any of factors 1 through 5 apply, the Ethics Ordinance requires that the request be denied.

1. Whether the payment or the services (paid or unpaid) to be provided creates the appearance of or involves actual use of public office or employment or the time, facilities, equipment or supplies of the official's agency, for private gain;

2. Whether the payment, services for which the payment would be received, or unpaid services involves the acceptance by the official of any money or other consideration from anyone other than his or her agency for the performance of an act which the official, if not performing such act for the outside source of income, would be required or expected to render in the regular course of his or her duties as a City official;

3. Whether the City official is in a position to make, to participate in making, or to influence a potential governmental decision that could foreseeably have a material financial effect on the source of income;

4. Whether the payment or services for which the payment would be received involves the performance of any act in other than an official capacity which may later be subject to the control, inspection, review, audit or enforcement of any other official of his or her agency;

5. Whether the services involve such time demands that would render the official's performance of his or her official duties less efficient;

6. Whether the outside services might result in conflicts between the City and an outside client that will hinder the official's services to the City;

7. Are any issues of municipal law involved? If so, describe: \_\_\_\_\_

8. Are you representing a person or entity in a proceeding where you will be taking a position adverse to another municipality? If so, describe: \_\_\_\_\_

9. Will you receive any remuneration for your employment? If so, list the approximate amount: \$120 + \$2 per application

Please be advised that any and all current authorization for outside employment that may be in effect during the time an employee is on FMLA or Personal Medical Leave will be suspended through the duration of the leave.

APPROVED BY:

Jessie Chee  
Supervisor  
MAK

Date: 10/23/19   
Branch Chief  
Date: 10/23/19

Date: 11/23/19

Chief of Staff

\*If the employment is with a "restricted source," you must also obtain approval from the Ethics Commission. LAMC §49.5.7.C.2. This includes anyone who does or seeks to do business with the City Attorney, anyone who has attempted to influence you in a legislative or administrative action which would have a direct material financial effect on that person, a lobbyist or lobbying firm, that seeks to influence decisions of the City Attorney, and a person who is a party to a proceeding involving a license, permit or other entitlement for use pending before you.

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DEC 18 2018  
*VY*  
HUMAN RESOURCES

**OFFICE OF THE CITY ATTORNEY  
OUTSIDE EMPLOYMENT APPROVAL FORM  
SUPPORT STAFF**

Name: GRACE M. STINSON Date of Request: 12/14/2018  
City Attorney Branch/Section: GENERAL LITIGATION Outside Title/Position: ASSOCIATE FACULTY  
Outside Employer Name and Address:  
Riverside Community College District  
4800 Magnolia Avenue, Riverside, CA 92506  
Mt. San Antonio College, 1100 N. Grand Avenue, Walnut, CA 91789 Number of hours per week: 12  
Outside Work Schedule days/times: Wed. 6:30pm  
Phone Number: [REDACTED]  
Type of Work: EDUCATION / INSTRUCTION Start and End Date: 12/14/2018 / 12/14/2019

**ALL OUTSIDE EMPLOYMENT MUST BE RENEWED ON AN ANNUAL BASIS**

**Factors to Consider**

Note: If any of factors 1 through 5 apply, the Ethics Ordinance requires that the request be denied.

	Yes	No
1. Whether the payment or the services (paid or unpaid) to be provided creates the appearance of or involves actual use of employment or the time, facilities, equipment or supplies of the employee's agency, for private gain;	<input type="checkbox"/>	<input checked="" type="checkbox"/>
2. Whether the payment, services for which payment would be received, or unpaid services involves the acceptance by the employee of any money or other consideration from anyone other than his or her agency for the performance of an act which the employee, if not performing such act for the outside source of income, would be required or expected to render in the regular course or of his or her duties as a City employee;	<input type="checkbox"/>	<input checked="" type="checkbox"/>
3. Whether the City employee is in a position to make, to participate in making, or to influence a potential governmental decision that could foreseeably have a material financial effect on the source of income;	<input type="checkbox"/>	<input checked="" type="checkbox"/>
4. Whether the payment or services for which the payment would be received involves the performance of any act in other than an employee capacity which may later be subject to the control, inspection, review, audit or enforcement of any other employee of his or her agency;	<input type="checkbox"/>	<input checked="" type="checkbox"/>
5. Whether the services involve such time demands that would render the employee's performance of his or her City duties less efficient.	<input type="checkbox"/>	<input checked="" type="checkbox"/>
6. Whether the outside services might result in conflicts between the City and an outside client that will hinder the employee's services to the City.	<input type="checkbox"/>	<input checked="" type="checkbox"/>
7. Will you receive any remuneration for your employment? If so, list the approximate amount:	<input checked="" type="checkbox"/>	<input type="checkbox"/>

**APPROVED BY:**

*WB/R*  
Wilberta Breedy-Richardson Date: 12/14/18 Thomas H. Peters Date: 12/14/18  
Supervisor Branch Chief

*LK*  
Leela Kapur Date: 12/17/18  
Chief of Staff

\*If the employment is with a "restricted source," you must also obtain approval from the Ethics Commission. LAMC §49.5.7.C.2. This includes anyone who does or seeks to do business with the City Attorney, anyone who has attempted to influence you in a legislative or administrative action which would have a direct material financial effect on that person, a lobbyist or lobbying firm that seeks to influence decisions of the City Attorney, and a person who is party to a proceeding involving a license, permit or other entitlement for use pending before you.

**COPY**

**OFFICE OF THE CITY ATTORNEY  
OUTSIDE EMPLOYMENT APPROVAL FORM  
SUPPORT STAFF**

Name: GRACE M. STINSON Date of Request: 12/14/2017  
City Attorney Branch/Section: GENERAL LITIGATION Outside Title/Position: ASSOCIATE FACULTY  
Outside Employer Name and Address:  
Riverside Community College District  
4800 Magnolia Avenue, Riverside, CA 92506  
MI. San Antonio College, 1100 N. Grand Avenue, Walnut, CA 91789 Number of hours per week: 12  
Outside Work Schedule days/times: Wed. 6:30pm  
Type of Work: EDUCATION / INSTRUCTION Phone Number:                           
Start and End Date: 12/14/17 / 12/14/18

**ALL OUTSIDE EMPLOYMENT MUST BE RENEWED ON AN ANNUAL BASIS**

**Factors to Consider**

Note: If any of factors 1 through 5 apply, the Ethics Ordinance requires that the request be denied.

	Yes	No
1. Whether the payment or the services (paid or unpaid) to be provided creates the appearance of or involves actual use of employment or the time, facilities, equipment or supplies of the employee's agency, for private gain;	<input type="checkbox"/>	<input checked="" type="checkbox"/>
2. Whether the payment, services for which payment would be received, or unpaid services involves the acceptance by the employee of any money or other consideration from anyone other than his or her agency for the performance of an act which the employee, if not performing such act for the outside source of income, would be required or expected to render in the regular course or of his or her duties as a City employee;	<input type="checkbox"/>	<input checked="" type="checkbox"/>
3. Whether the City employee is in a position to make, to participate in making, or to influence a potential governmental decision that could foreseeably have a material financial effect on the source of income;	<input type="checkbox"/>	<input checked="" type="checkbox"/>
4. Whether the payment or services for which the payment would be received involves the performance of any act in other than an employee capacity which may later be subject to the control, inspection, review, audit or enforcement of any other employee of his or her agency;	<input type="checkbox"/>	<input checked="" type="checkbox"/>
5. Whether the services involve such time demands that would render the employee's performance of his or her City duties less efficient.	<input type="checkbox"/>	<input checked="" type="checkbox"/>
6. Whether the outside services might result in conflicts between the City and an outside client that will hinder the employee's services to the City.	<input type="checkbox"/>	<input checked="" type="checkbox"/>
7. Will you receive any remuneration for your employment? If so, list the approximate amount:	<input checked="" type="checkbox"/>	<input type="checkbox"/>

**APPROVED BY:**

  
Wilbertha Breedy-Richardson

12/14/17

Date: \_\_\_\_\_

Thomas H. Peters

Date: \_\_\_\_\_

Supervisor

Branch Chief

  
Leela Kapur

12/18/17

Date: \_\_\_\_\_

Chief of Staff

\*If the employment is with a "restricted source," you must also obtain approval from the Ethics Commission. LAMC §49.5.7.C.2. This includes anyone who does or seeks to do business with the City Attorney, anyone who has attempted to influence you in a legislative or administrative action which would have a direct material financial effect on that person, a lobbyist or lobbying firm that seeks to influence decisions of the City Attorney, and a person who is party to a proceeding involving a license, permit or other entitlement for use pending before you.

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MAY - 2 2019

## HUMAN RESOURCES

Name: Sean Stark

City Attorney Branch/Section: EPA

Outside Employer Name and Address:  
11063 Saintelle Suite 300

L.A CA  
Type of Work: Volunteer Facilitator

Type of Work: Volunteer Facilitation

Date of Request:

Outside Title/Position: CO FACILITATOR

Number of hours per week: 2 hrs bi weekly

Outside Work Schedule days/times: 6-8 PM

**Phone Number:**

Start and End Date: 4/29/19 - 5/1/20

**ALL OUTSIDE EMPLOYMENT MUST BE RENEWED ON AN ANNUAL BASIS**

#### **Factors to Consider**

**Note:** If any of factors 1 through 6 apply, the Ethics Ordinance requires that the request be denied.

1. Whether the payment or the services (paid or unpaid) to be provided creates the appearance of or involves actual use of public office or employment or the time, facilities, equipment or supplies of the official's agency, for private gain;
2. Whether the payment, services for which payment would be received, or unpaid services involves the acceptance by the official of any money or other consideration from anyone other than his or her agency for the performance of an act which the official, if not performing such act for the outside source of income, would be required or expected to render in the regular course or of his or her duties as a City official;
3. Whether the City official is in a position to make, to participate in making, or to influence a potential governmental decision that could foreseeably have a material financial effect on the source of income;
4. Whether the payment or services for which the payment would be received involves the performance of any act in other than an official capacity which may later be subject to the control, inspection, review, audit or enforcement of any other official of his or her agency;
5. Whether the services involve such time demands that would render the official's performance of his or her official duties less efficient.
6. Whether the outside services might result in conflicts between the City and an outside client that will hinder the official's services to the City.
7. Are any issues of municipal law involved? If so, describe:

8. Are you representing a person or entities in a proceeding where you will be taking a position adverse to another municipality? If so, describe:

9. Will you receive any remuneration for your employment? If so, list the approximate amount:

APPROVED BY:

APPROVED BY:  
Supervisor CMH

Date: 4-26-19

Date: 5-1-19

McMolden

Date: 4/26/2019

---

**Chief of Staff**

**\*If the employment is with a "restricted source," you must also obtain approval from the Ethics Commission. LAMC § 49.5.7.C.2.** This includes anyone who does or seeks to do business with the City Attorney, anyone who has attempted to influence you in a legislative or administrative action which would have a direct material financial effect on that person, a lobbyist or lobbying firm that seeks to influence decisions of the City Attorney, and a person who is a party to a proceeding involving a license, permit or other entitlement for use pending before you.

JF

**OFFICE OF THE CITY ATTORNEY  
OUTSIDE EMPLOYMENT APPROVAL FORM  
ATTORNEY**

RECEIVED

APR 16 2019

Name: Vivienne Swanigan

Date of Request: 4/11/19

**HUMAN RESOURCES**

City Attorney Branch/Section: Labor Relations

Outside Title/Position: Pro Bono

Outside Employer Name and Address:

Number of hours per week: 1-3 hours/wk

N/A

Outside Work Schedule days/times: as available

Phone Number: \_\_\_\_\_

Type of Work: Rep acquaintance in employee/contractor dispute Start and End Date: 4/12/19 / 12/31/19  
(medical employer)

**ALL OUTSIDE EMPLOYMENT MUST BE RENEWED ON AN ANNUAL BASIS**

**Factors to Consider**

**Note: If any of factors 1 through 5 apply, the Ethics Ordinance requires that the request be denied.**

1. Whether the payment or the services (paid or unpaid) to be provided creates the appearance of or involves actual use of public office or employment or the time, facilities, equipment or supplies of the official's agency, for private gain;

2. Whether the payment, services for which payment would be received, or unpaid services involves the acceptance by the official of any money or other consideration from anyone other than his or her agency for the performance of an act which the official, if not performing such act for the outside source of income, would be required or expected to render in the regular course or of his or her duties as a City official;

3. Whether the City official is in a position to make, to participate in making, or to influence a potential governmental decision that could foreseeably have a material financial effect on the source of income;

4. Whether the payment or services for which the payment would be received involves the performance of any act in other than an official capacity which may later be subject to the control, inspection, review, audit or enforcement of any other official of his or her agency;

5. Whether the services involve such time demands that would render the official's performance of his or her official duties less efficient.

6. Whether the outside services might result in conflicts between the City and an outside client that will hinder the official's services to the City.

7. Are any issues of municipal law involved? If so, describe: \_\_\_\_\_

8. Are you representing a person or entities in a proceeding where you will be taking a position adverse to another municipality? If so, describe: \_\_\_\_\_

9. Will you receive any remuneration for your employment? If so, list the approximate amount: \_\_\_\_\_

**APPROVED BY:**

Supervisor   
AHL

Date: 4/15/19  
Date: 4/15/19

  
Branch Chief

Date: 4/15/19

Chief of Staff

\*If the employment is with a "restricted source," you must also obtain approval from the Ethics Commission. LAMC § 49.5.7.C.2. This includes anyone who does or seeks to do business with the City Attorney, anyone who has attempted to influence you in a legislative or administrative action which would have a direct material financial effect on that person, a lobbyist or lobbying firm that seeks to influence decisions of the City Attorney, and a person who is a party to a proceeding involving a license, permit or other entitlement for use pending before you.

RECEIVED  
OCT 22 2019

**OFFICE OF THE CITY ATTORNEY**  
**OUTSIDE EMPLOYMENT APPROVAL FORM**  
**ATTORNEY**

VJ  
HUMAN RESOURCES

Name: Vivienne Swanigan

City Attorney Branch/Section: Labor Relations

Outside Employer Name and address:

LAPSD school - GALA Girls  
Academy

Type of Work: Assist with Mock Trial  
Competition

Date of Request: 10/16/19

Outside Title/Position: Mock Trial Coach

Number of hours per week: 6 hours/week

Outside Work Schedule days/times: Varies

Phone Number: (310) 473-1120

Start and End Date: 10/16/19    11/21/19

**ALL OUTSIDE EMPLOYMENT MUST BE RENEWED ON AN ANNUAL BASIS**

**Factors to Consider**

Note: If any of factors 1 through 5 apply, the Ethics Ordinance requires that the request be denied.

Yes      No

1. Whether the payment or the services (paid or unpaid) to be provided creates the appearance of or involves actual use of public office or employment or the time, facilities, equipment or supplies of the official's agency, for private gain;

2. Whether the payment, services for which the payment would be received, or unpaid services involves the acceptance by the official of any money or other consideration from anyone other than his or her agency for the performance of an act which the official, if not performing such act for the outside source of income, would be required or expected to render in the regular course of his or her duties as a City official;

3. Whether the City official is in a position to make, to participate in making, or to influence a potential governmental decision that could foreseeably have a material financial effect on the source of income;

4. Whether the payment or services for which the payment would be received involves the performance of any act in other than an official capacity which may later be subject to the control, inspection, review, audit or enforcement of any other official of his or her agency;

5. Whether the services involve such time demands that would render the official's performance of his or her official duties less efficient.

6. Whether the outside services might result in conflicts between the City and an outside client that will hinder the official's services to the City.

7. Are any issues of municipal law involved? If so, describe: \_\_\_\_\_

8. Are you representing a person or entity in a proceeding where you will be taking a position adverse to another municipality? If so, describe: \_\_\_\_\_

9. Will you receive any remuneration for your employment? If so, list the approximate amount: \_\_\_\_\_

Please be advised that any and all current authorization for outside employment that may be in effect during the time an employee is on FMLA or Personal Medical Leave will be suspended through the duration of the leave.

APPROVED BY:

Supervisor

Allen  
ATL

Date: 10/21/19

Date: 10/21/19

Branch Chief

Date: 10/21/19

Chief of Staff

\*If the employment is with a "restricted source," you must also obtain approval from the Ethics Commission. LAMC §49.5.7.C.2. This includes anyone who does or seeks to do business with the City Attorney, anyone who has attempted to influence you in a legislative or administrative action which would have a direct material financial effect on that person, a lobbyist or lobbying firm, that seeks to influence decisions of the City Attorney, and a person who is a party to a proceeding involving a license, permit or other entitlement for use pending before you.

*NY* RECEIVED

JAN 08 2019

**OFFICE OF THE CITY ATTORNEY  
OUTSIDE EMPLOYMENT APPROVAL FORM  
ATTORNEY**

Name: Richard Tom

City Attorney Branch/Section: Water & Power  
Division

Outside Employer Name and address:

Clean Power Alliance

555 W. Fifth St., LA, CA

Type of Work: Community Advisory  
Committee Member Volunteer

**ALL OUTSIDE EMPLOYMENT MUST BE RENEWED ON AN ANNUAL BASIS**

**Factors to Consider**

Note: If any of factors 1 through 5 apply, the Ethics Ordinance requires that the request be denied.

Yes      No

1. Whether the payment or the services (paid or unpaid) to be provided creates the appearance of or involves actual use of public office or employment or the time, facilities, equipment or supplies of the official's agency, for private gain;

2. Whether the payment, services for which the payment would be received, or unpaid services involves the acceptance by the official of any money or other consideration from anyone other than his or her agency for the performance of an act which the official, if not performing such act for the outside source of income, would be required or expected to render in the regular course of his or her duties as a City official;

3. Whether the City official is in a position to make, to participate in making, or to influence a potential governmental decision that could foreseeably have a material financial effect on the source of income;

4. Whether the payment or services for which the payment would be received involves the performance of any act in other than an official capacity which may later be subject to the control, inspection, review, audit or enforcement of any other official of his or her agency;

5. Whether the services involve such time demands that would render the official's performance of his or her official duties less efficient.

6. Whether the outside services might result in conflicts between the City and an outside client that will hinder the official's services to the City.

7. Are any issues of municipal law involved? If so, describe: \_\_\_\_\_

8. Are you representing a person or entity in a proceeding where you will be taking a position adverse to another municipality? If so, describe: \_\_\_\_\_

9. Will you receive any remuneration for your employment? If so, list the approximate amount: \_\_\_\_\_

Please be advised that any and all current authorization for outside employment that may be in effect during the time an employee is on FMLA or Personal Medical Leave will be suspended through the duration of the leave.

APPROVED BY:

Supervisor

Chief of Staff

Date: 1/2/19

Date: 1/1/19

Branch Chief

Date: 1/2/19

\*If the employment is with a "restricted source," you must also obtain approval from the Ethics Commission. LAMC §49.5.7.C.2. This includes anyone who does or seeks to do business with the City Attorney, anyone who has attempted to influence you in a legislative or administrative action which would have a direct material financial effect on that person, a lobbyist or lobbying firm, that seeks to influence decisions of the City Attorney, and a person who is a party to a proceeding involving a license, permit or other entitlement for use pending before you.

HUMAN RESOURCES

Date of Request: 1/2/2019

Community Advisory Committee Member

Number of hours per week: 3

Outside Work Schedule days/times: evenings

Phone Number: \_\_\_\_\_

Start and End Date: 1/1/19 / 12/31/19

RECEIVED  
JAN 08 2019

**OFFICE OF THE CITY ATTORNEY**  
**OUTSIDE EMPLOYMENT APPROVAL FORM**  
**ATTORNEY**

*[Signature]*  
**HUMAN RESOURCES**

Name: Richard Tsoy

City Attorney Branch/Section: Water & Power  
Division

Outside Employer Name and address:

Neighborhood Legal Services of LA  
1104 Chevy Chase, Glendale CA

Type of Work: Volunteer Board Member

Date of Request: 1/2/2019

Outside Title/Position: Board Member

Number of hours per week: 2

Outside Work Schedule days/times: Evenings

Phone Number: [REDACTED]

Start and End Date: 1/1/2019 / 12/31/2019

**ALL OUTSIDE EMPLOYMENT MUST BE RENEWED ON AN ANNUAL BASIS**

**Factors to Consider**

Note: If any of factors 1 through 5 apply, the Ethics Ordinance requires that the request be denied.

Yes      No

1. Whether the payment or the services (paid or unpaid) to be provided creates the appearance of or involves actual use of public office or employment or the time, facilities, equipment or supplies of the official's agency, for private gain;

2. Whether the payment, services for which the payment would be received, or unpaid services involves the acceptance by the official of any money or other consideration from anyone other than his or her agency for the performance of an act which the official, if not performing such act for the outside source of income, would be required or expected to render in the regular course of his or her duties as a City official;

3. Whether the City official is in a position to make, to participate in making, or to influence a potential governmental decision that could foreseeably have a material financial effect on the source of income;

4. Whether the payment or services for which the payment would be received involves the performance of any act in other than an official capacity which may later be subject to the control, inspection, review, audit or enforcement of any other official of his or her agency;

5. Whether the services involve such time demands that would render the official's performance of his or her official duties less efficient.

6. Whether the outside services might result in conflicts between the City and an outside client that will hinder the official's services to the City.

7. Are any issues of municipal law involved? If so, describe: \_\_\_\_\_

8. Are you representing a person or entity in a proceeding where you will be taking a position adverse to another municipality? If so, describe: \_\_\_\_\_

9. Will you receive any remuneration for your employment? If so, list the approximate amount: \_\_\_\_\_

Please be advised that any and all current authorization for outside employment that may be in effect during the time an employee is on FMLA or Personal Medical Leave will be suspended through the duration of the leave.

APPROVED BY:

Supervisor

Chief of Staff

Date: 1/2/19

Date: 1/9/19

Branch Chief

Date: 1/2/19

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*VPC* RECEIVED  
JAN 08 2019

OFFICE OF THE CITY ATTORNEY  
OUTSIDE EMPLOYMENT APPROVAL FORM  
ATTORNEY

HUMAN RESOURCES

Name: Richard Tom

Date of Request: 1/2/2019

City Attorney Branch/Section: Water & Power  
Division

Outside Title/Position: Planning Commissioner

Outside Employer Name and address:

Number of hours per week: 3

City of South Pasadena

Outside Work Schedule days/times: Evenings

1515 Mission St., South Pasadena

Phone Number: [REDACTED]

Type of Work: Volunteer Commissioner Start and End Date: 1/1/19 / 12/31/19

ALL OUTSIDE EMPLOYMENT MUST BE RENEWED ON AN ANNUAL BASIS

**Factors to Consider**

Note: If any of factors 1 through 5 apply, the Ethics Ordinance requires that the request be denied.

Yes      No

7. Are any issues of municipal law involved? If so, describe: \_\_\_\_\_

8. Are you representing a person or entity in a proceeding where you will be taking a position adverse to another municipality? If so, describe: \_\_\_\_\_

9. Will you receive any remuneration for your employment? If so, list the approximate amount: \_\_\_\_\_

Please be advised that any and all current authorization for outside employment that may be in effect during the time an employee is on FMLA or Personal Medical Leave will be suspended through the duration of the leave.

APPROVED BY:

Supervisor

Chief of Staff

Date: 1/2/19

Date: 1/9/18

Branch Chief

Date: 1/2/19

\*If the employment is with a "restricted source," you must also obtain approval from the Ethics Commission. LAMC §49.5.7.C.2. This includes anyone who does or seeks to do business with the City Attorney, anyone who has attempted to influence you in a legislative or administrative action which would have a direct material financial effect on that person, a lobbyist or lobbying firm, that seeks to influence decisions of the City Attorney, and a person who is a party to a proceeding involving a license, permit or other entitlement for use pending before you.

*✓* RECEIVED

MAR 19 2019

HUMAN RESOURCES

**OFFICE OF THE CITY ATTORNEY  
OUTSIDE EMPLOYMENT APPROVAL FORM  
SUPPORT STAFF**

Name: David Torres Date of Request: 3/14/2019

City Attorney Branch/Section: Affirmative Litigation Outside Title/Position: Montebello Councilmember

Outside Employer Name and Address: City of Montebello  
1600 W Beverly Blvd  
Montebello, CA 90640 Number of hours per week: See Attm

Outside Work Schedule days/times: See Attm

Phone Number: [REDACTED]

Type of Work: Government Start and End Date: 3/27/2019 / 11/3/2020

**ALL OUTSIDE EMPLOYMENT MUST BE RENEWED ON AN ANNUAL BASIS**

**Factors to Consider**

Note: If any of factors 1 through 5 apply, the Ethics Ordinance requires that the request be denied.

	Yes	No
1. Whether the payment or the services (paid or unpaid) to be provided creates the appearance of or involves actual use of employment or the time, facilities, equipment or supplies of the employee's agency, for private gain;	<input type="checkbox"/>	<input checked="" type="checkbox"/>
2. Whether the payment, services for which payment would be received, or unpaid services involves the acceptance by the employee of any money or other consideration from anyone other than his or her agency for the performance of an act which the employee, if not performing such act for the outside source of income, would be required or expected to render in the regular course or of his or her duties as a City employee;	<input type="checkbox"/>	<input checked="" type="checkbox"/>
3. Whether the City employee is in a position to make, to participate in making, or to influence a potential governmental decision that could foreseeably have a material financial effect on the source of income;	<input type="checkbox"/>	<input checked="" type="checkbox"/>
4. Whether the payment or services for which the payment would be received involves the performance of any act in other than an employee capacity which may later be subject to the control, inspection, review, audit or enforcement of any other employee of his or her agency;	<input type="checkbox"/>	<input checked="" type="checkbox"/>
5. Whether the services involve such time demands that would render the employee's performance of his or her City duties less efficient.	<input type="checkbox"/>	<input checked="" type="checkbox"/>
6. Whether the outside services might result in conflicts between the City and an outside client that will hinder the employee's services to the City.	<input type="checkbox"/>	<input checked="" type="checkbox"/>
7. Will you receive any remuneration for your employment? If so, list the approximate amount:	<input checked="" type="checkbox"/> <input type="checkbox"/>	

\$1,200 per month

APPROVED BY:

Philip J. Barker  
Supervisor

Date: 3/14/19

JL  
Branch Chief

Date: 3-15-19

UAC  
Chief of Staff

Date: 3/18/19

\*If the employment is with a "restricted source," you must also obtain approval from the Ethics Commission. LAMC §49.5.7.C.2.  
 This includes anyone who does or seeks to do business with the City Attorney, anyone who has attempted to influence you in a legislative or administrative action which would have a direct material financial effect on that person, a lobbyist or lobbying firm that seeks to influence decisions of the City Attorney, and a person who is party to a proceeding involving a license, permit or other entitlement for use pending before you.

*All activities will be conducted not on work hours.  
 Employee will take appropriate time off upon  
 and with approval of his supervisor. -Heidi Kapur*

## Outside Employment Approval

### Attachment A – Additional Information

On March 5, 2019 I won a council seat for the City of Montebello. I expect to be sworn in on March 27. Along with my council seat may come duties that interfere with my normal working hours here at the City Attorney's Office from 8:30 am to 5:00 pm.

Regular city council meetings are held every second and fourth Wednesday of the month. They begin with closed session which typically starts at 5:30 pm. When there is extensive city business to discuss, closed session can begin as early as 4:00 pm. In addition to regularly schedule meetings there may be special meetings, committees, boards, and other groups which meet at regular and irregular intervals. In a meeting with Affirmative Litigation Division Supervisor Michael Bostrom, we discussed early departure bi-monthly at 4:30 pm for regular council meetings, and departure as early as 3:00 pm to be limited to twice a quarter to allow for special circumstances.

The groups so far identified, and their meeting times, are as follows:

- Cannabis Ad Hoc Committee – schedule not yet created; during business hours
- Transit Ad Hoc Committee – schedule not yet created; during business hours
- Homeless Committee – schedule not yet created; during business hours
- Economic Stimulus Committee – schedule not yet created; during business hours
- Sanitation Districts Board
  - 2<sup>nd</sup> Wednesday of the month at 1:30 pm
  - Joint Administration Office at 1955 Workman Mill Rd, Whittier, CA 906401
- Los Angeles County City Selection Committee
  - “Meet three or four times a year”
  - Appoints City representatives to boards, commissions, and agencies as required by law which include LAFCO, South Coast Air Quality Management District, Los Angeles County Metropolitan Transportation Authority, Los Angeles County Hazardous Waste Management Advisory Committee, and the California Coastal Commission
- San Gabriel Valley Council of Governments
  - 4<sup>th</sup> Thursday of the month at 6 pm
  - Upper San Gabriel Valley Municipal Water District at 602 E. Huntington Drive, Suite B, Monrovia, CA 91016
- Gateway Cities Council of Governments (all meetings at Gateway Cities Council of Governments Offices, 16401 Paramount Boulevard, Paramount, CA 90723)
  - Transportation Committee – 1<sup>st</sup> Wednesday of the month at 4 pm
  - Board of Directors – 1<sup>st</sup> Wednesday of the month at 5:30 pm
  - Planning Directors/I-605 Aesthetics – 2<sup>nd</sup> Wednesday of the month at 8:00 am
  - Metro Gateway Cities Service Council – 2<sup>nd</sup> Thursday of the month at 2 pm
  - Economic Development Working Group – 3<sup>rd</sup> Monday of the month at 11:30 am
  - SR-91/I-605/I-405 Corridor Cities Committee Meeting- 4<sup>th</sup> Wednesday of the month at 6 pm
- SEAACA – information unavailable

Many of the seats on the above have already been claimed, and I do not intend to join any committees with meetings scheduled during normal business operating hours. This list is being provided for evaluation of possible commitments, and as reference for future discussions. I will provide updates as I get more information.

The precise hours per week are unknown at this time, and dependent upon what committees to which I'm appointed or assigned. However, taking regular and expected commitments into account,

- Regular council meetings – 1.5 hours
- Document review and research – 3 hours
- Community events – 3 hours
- Other meetings – 5 hours
- Total expected time per week – 12.5 hours

**Outside Employment Approval**

Attachment – Correspondence with Montebello City Clerk



David Torres &lt;david.torres@lacity.org&gt;

## City of Montebello Committee Schedules

3 messages

**David Torres** <david.torres@lacity.org>

To: Iguzman@cityofmontebello.com

Cc: David Torres &lt;david.torres@lacity.org&gt;

Mon, Mar 11, 2019 at 10:42 AM

Hello Lillian,

I am filling out paperwork with the Los Angeles City Attorney's Office for approval of outside employment. I understand that I may be part of committees that require meetings and obligations in addition to the regularly scheduled bi-weekly council meetings. Can you please provide each of the schedules so I can better understand and convey my obligations?

Warm regards,

--

David N. Torres, Paralegal  
 Affirmative Litigation Division  
 Office of the Los Angeles City Attorney  
 200 N. Spring Street, 14th Floor  
 Los Angeles, CA 90012  
 Direct Dial: (213) 978-1858  
 Facsimile: (213) 978-1312  
 Email: david.torres@lacity.org

Have you been the victim of consumer fraud? File a complaint at:  
[www.lacityattorney.org/consumercomplaints](http://www.lacityattorney.org/consumercomplaints)

\*\*\*\*\*Confidentiality Notice \*\*\*\*\*

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**Guzman, Lillian** <LGuzman@cityofmontebello.com>  
 To: David Torres <david.torres@lacity.org>

Mon, Mar 11, 2019 at 11:09 AM

Hi David,

There are a few City committees that include the Cannabis Adhoc Committee, Transit Adhoc Committee, Homeless Committee and the Economic Stimulus Committee. However, other councilmembers serve on those committees at this time and there are no set times for those meetings. Most of those committees meeting during regular city hall hours. Mayor sits on the Sanitation Districts Board with the Mayor Pro Tem being the alternate, and those meetings are every 2<sup>nd</sup> and 4<sup>th</sup> Wednesday at 1:30 p.m. in Whittier. The City Selection Committee meets on a Thursday evening but I don't know exactly Thursday of the month, usually in downtown L.A. and that is usually attended by Mayor or Mayor Pro Tem. Council meetings begin at 5:30 every 2<sup>nd</sup> and 4<sup>th</sup> Wednesday. They have begun at 4:00 or 4:30 if there are a lot of items that need discussion, especially in closed session.

3/11/2019

City of Los Angeles Mail - City of Montebello Committee Schedules

It basically depends on what organization you end up serving on. There is the San Gabriel Valley COG, Gateway Cities COG, SEAACA, etc. but those all have Council reps already. All of those are evening meetings with the exception of SEACCA which meets on the 3<sup>rd</sup> Thursday of the month at 2pm in Downey at the SEAACA office.

Let me know what other questions you might have.

Lillian Guzman



City of Montebello | Administration

City Hall | 1600 W. Beverly Boulevard | Montebello, CA 90640

O: (323) 887-1367 | Email: [lguzman@cityofmontebello.com](mailto:lguzman@cityofmontebello.com)

Hours of Operation | Monday – Thursday 7:30 am to 5:30 pm

Website: [CityofMontebello.com](http://CityofMontebello.com)

[Quoted text hidden]

\*\*\*PLEASE DO NOT CLICK ON UNKNOWN LINKS. Contact Montebello IT Division if you are unsure.\*\*\*



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90K

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**David Torres** <[david.torres@lacity.org](mailto:david.torres@lacity.org)>  
To: "Guzman, Lillian" <[LGuzman@cityofmontebello.com](mailto:LGuzman@cityofmontebello.com)>

Mon, Mar 11, 2019 at 11:23 AM

I understand that there may be another reorganization when I am sworn in, so I am preparing for that possibility. I would like to give my office as much information as possible at the outset so they have a full picture of the potential impact on my regular hours.

If I or they have additional questions, I'll be sure to let you know.

Thanks again,  
David

[Quoted text hidden]

*14*  
RECEIVED

JUL 16 2019

HUMAN RESOURCES

OFFICE OF THE CITY ATTORNEY  
OUTSIDE EMPLOYMENT APPROVAL FORM  
SUPPORT STAFF

Name: Sean Tyler

Date of Request: 7/8/2019

City Attorney Branch/Section: Criminal & Special Lit. Outside Title/Position: Instructor

Outside Employer Name and Address:

UCLA Extension  
10960 Wilshire Blvd. Suite 1600/1700  
Los Angeles, CA 90024

Number of hours per week: 7 to 15 (when teaching)

Outside Work Schedule days/times: Generally 6:30pm to  
10:00pm

Phone Number: [REDACTED]

Type of Work: Instruction & Admissions

Start and End Date: 8/1/19 - 7/31/20

ALL OUTSIDE EMPLOYMENT MUST BE RENEWED ON AN ANNUAL BASIS

Factors to Consider

Note: If any of factors 1 through 5 apply, the Ethics Ordinance requires that the request be denied.

	Yes	No
1. Whether the payment or the services (paid or unpaid) to be provided creates the appearance of or involves actual use of employment or the time, facilities, equipment or supplies of the employee's agency, for private gain;	<input type="checkbox"/>	<input checked="" type="checkbox"/>
2. Whether the payment, services for which payment would be received, or unpaid services involves the acceptance by the employee of any money or other consideration from anyone other than his or her agency for the performance of an act which the employee, if not performing such act for the outside source of income, would be required or expected to render in the regular course or of his or her duties as a City employee;	<input type="checkbox"/>	<input checked="" type="checkbox"/>
3. Whether the City employee is in a position to make, to participate in making, or to influence a potential governmental decision that could foreseeably have a material financial effect on the source of income;	<input type="checkbox"/>	<input checked="" type="checkbox"/>
4. Whether the payment or services for which the payment would be received involves the performance of any act in other than an employee capacity which may later be subject to the control, inspection, review, audit or enforcement of any other employee of his or her agency;	<input type="checkbox"/>	<input checked="" type="checkbox"/>
5. Whether the services involve such time demands that would render the employee's performance of his or her City duties less efficient.	<input type="checkbox"/>	<input checked="" type="checkbox"/>
6. Whether the outside services might result in conflicts between the City and an outside client that will hinder the employee's services to the City.	<input type="checkbox"/>	<input checked="" type="checkbox"/>
7. Will you receive any remuneration for your employment? If so, list the approximate amount:	<input checked="" type="checkbox"/>	<input type="checkbox"/>

\$10,000 - 12,500. This number could be lower depending  
on number of courses I am assigned. I provided max range.

APPROVED BY:

Date: 7/8/19

Supervisor

Branch Chief

Date: 7/12/2019

Date: 7/15/19

Chief of Staff

\*If the employment is with a "restricted source," you must also obtain approval from the Ethics Commission. LAMC §49.5.7.C.2.  
This includes anyone who does or seeks to do business with the City Attorney, anyone who has attempted to influence you in a legislative or administrative action which would have a direct material financial effect on that person, a lobbyist or lobbying firm that seeks to influence decisions of the City Attorney, and a person who is party to a proceeding involving a license, permit or other entitlement for use pending before you.

Also, any work performed will not occur on city time.

RECEIVED  
JUL 16 2019

**OFFICE OF THE CITY ATTORNEY  
OUTSIDE EMPLOYMENT APPROVAL FORM  
SUPPORT STAFF**

HUMAN RESOURCES

Name: Sean Tyler Date of Request: 7/8/2019

City Attorney Branch/Section: Criminal & Special Lit. Outside Title/Position: Instructor

Outside Employer Name and Address: UCLA Extension  
10960 Wilshire Blvd. Suite 1600/1700  
Los Angeles, CA 90024 Number of hours per week: 7 to 15 (when teaching)

Outside Work Schedule days/times: Generally 6:30pm to 10:00pm

Phone Number: [REDACTED]

Type of Work: Instruction & Admissions Start and End Date: 8/1/19 - 7/31/20

**ALL OUTSIDE EMPLOYMENT MUST BE RENEWED ON AN ANNUAL BASIS**

**Factors to Consider**

Note: If any of factors 1 through 5 apply, the Ethics Ordinance requires that the request be denied.

1. Whether the payment or the services (paid or unpaid) to be provided creates the appearance of or involves actual use of employment or the time, facilities, equipment or supplies of the employee's agency, for private gain;

Yes  No

2. Whether the payment, services for which payment would be received, or unpaid services involves the acceptance by the employee of any money or other consideration from anyone other than his or her agency for the performance of an act which the employee, if not performing such act for the outside source of income, would be required or expected to render in the regular course or of his or her duties as a City employee;

3. Whether the City employee is in a position to make, to participate in making, or to influence a potential governmental decision that could foreseeably have a material financial effect on the source of income;

4. Whether the payment or services for which the payment would be received involves the performance of any act in other than an employee capacity which may later be subject to the control, inspection, review, audit or enforcement of any other employee of his or her agency;

5. Whether the services involve such time demands that would render the employee's performance of his or her City duties less efficient.

6. Whether the outside services might result in conflicts between the City and an outside client that will hinder the employee's services to the City.

7. Will you receive any remuneration for your employment? If so, list the approximate amount:

\$10,000 - 12,500. This number could be lower depending on number of courses I am assigned. I provided max range.

APPROVED BY:



Date: 7/8/19

Supervisor



Branch Chief

Date: 7/12/2019



Date: 7/15/19

Chief of Staff

\*If the employment is with a "restricted source," you must also obtain approval from the Ethics Commission. LAMC §49.5.7.C.2. This includes anyone who does or seeks to do business with the City Attorney, anyone who has attempted to influence you in a legislative or administrative action which would have a direct material financial effect on that person, a lobbyist or lobbying firm that seeks to influence decisions of the City Attorney, and a person who is party to a proceeding involving a license, permit or other entitlement for use pending before you.

Also, any work performed will not occur on city time.

✓  
RECEIVED  
AUG 05 2019

**OFFICE OF THE CITY ATTORNEY**  
**OUTSIDE EMPLOYMENT APPROVAL FORM**  
**ATTORNEY**

Name: Michelle West  
City Attorney Branch/Section: SNAGD - NP  
Outside Employer Name and address:  
Orange County Superior Court  
700 Civic Center Drive West Santa Ana, CA  
92701  
Type of Work: Temporary Judge

**HUMAN RESOURCES**

Date of Request: 5/29/19

Outside Title/Position: Temporary Judge

Number of hours per week: Uncertain - 4 times per year  
minimum

Outside Work Schedule days/times: Same as above

Phone Number: [REDACTED]

Start and End Date: 2019 , 2022 Term

8/2/19      8/1/20 (m/f)

**ALL OUTSIDE EMPLOYMENT MUST BE RENEWED ON AN ANNUAL BASIS**

**Factors to Consider**

Note: If any of factors 1 through 5 apply, the Ethics Ordinance requires that the request be denied.

Yes      No

1. Whether the payment or the services (paid or unpaid) to be provided creates the appearance of or involves actual use of public office or employment or the time, facilities, equipment or supplies of the official's agency, for private gain;

2. Whether the payment, services for which the payment would be received, or unpaid services involves the acceptance by the official of any money or other consideration from anyone other than his or her agency for the performance of an act which the official, if not performing such act for the outside source of income, would be required or expected to render in the regular course of his or her duties as a City official;

3. Whether the City official is in a position to make, to participate in making, or to influence a potential governmental decision that could foreseeably have a material financial effect on the source of income;

4. Whether the payment or services for which the payment would be received involves the performance of any act in other than an official capacity which may later be subject to the control, inspection, review, audit or enforcement of any other official of his or her agency;

5. Whether the services involve such time demands that would render the official's performance of his or her official duties less efficient.

6. Whether the outside services might result in conflicts between the City and an outside client that will hinder the official's services to the City.

7. Are any issues of municipal law involved? If so, describe: \_\_\_\_\_

8. Are you representing a person or entity in a proceeding where you will be taking a position adverse to another municipality? If so, describe: \_\_\_\_\_

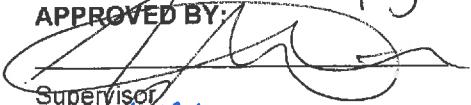
9. Will you receive any remuneration for your employment? If so, list the approximate amount:

\* Please see attached for additional conditions on outside employment as a Temporary Judge.

Please be advised that any and all current authorization for outside employment that may be in effect during the time an employee is on FMLA or Personal Medical Leave will be suspended through the duration of the leave.

\* Outside employment will not be conducted on city time.

APPROVED BY:



Supervisor



Date: 5/29/19 

Date: 8/2/2019

Branch Chief

Date: 8/2/19

Chief of Staff

If the employment is with a "restricted source," you must also obtain approval from the Ethics Commission. LAMC §49.5.T.C.2. This includes anyone who does or seeks to do business with the City Attorney, anyone who has attempted to influence you in a legislative or administrative action which would have a direct material financial effect on that person, a lobbyist or lobbying firm, that seeks to influence decisions of the City Attorney, and a person who is a party to a proceeding involving a license, permit or other entitlement for use pending before you.

Additional conditions on outside employment involving serving as a temporary judge include the following:

- 1) All temporary judge assignments (time off for this purpose using vacation or compensatory time) must be submitted to your supervisor for pre-approval no less than one (1) week prior to the requested assignment;
- 2) The frequency of temporary judge assignments must not exceed one (1) per month; and
- 3) If approved, that approval will always be contingent upon the temporary judge assignment (time off for this purpose) not interfering with any of your work duties as determined by your supervisor or the operation of you section.



Chambers of  
**Claudia Silbar**  
JUDGE

# Superior Court of California County of Orange

700 CIVIC CENTER DRIVE WEST  
P.O. BOX 1994  
SANTA ANA, CA 92702-1994

August 2, 2019

Ms. Michelle L. West  
200 N. Main St. Room 920  
Los Angeles, CA 90012

*Re: Applications for Temporary Judge in Orange County*

Dear Ms. West:

Thank you for your interest in serving as a temporary judge for the Superior Court of California, County of Orange. We greatly appreciate your interest and willingness to make such a vital contribution of your time and skill in service to the community and to the judicial branch.

I am pleased to report that the Temporary Judge Committee has accepted you into our Temporary Judge Program. More specifically, you have been chosen as a Temporary Judge for the following panel(s):

<input type="checkbox"/> Traffic	<input type="checkbox"/> Traffic Arraignments	<input checked="" type="checkbox"/> Small Claims
<input checked="" type="checkbox"/> Probate	<input type="checkbox"/> Juvenile	<input checked="" type="checkbox"/> Civil Settlements
<input type="checkbox"/> Family Law	<input type="checkbox"/> Collaborative Courts	

Please note that if you have pending litigation in the Superior Court in Orange County, the Rules of Court would require that you not serve as a temporary judge in the same type of case as the litigation, during the period the matter is still pending. See CRC 2.818(b)(2).

Again, thank you for your time and commitment to service.

Very truly yours,

Claudia Silbar, Chair  
Temporary Judge Committee

RECEIVED

FEB 04 2019

## HUMAN RESOURCES

✓

**OFFICE OF THE CITY ATTORNEY  
OUTSIDE EMPLOYMENT APPROVAL FORM  
ATTORNEY**

Name: OSCAR R. WINSLOWDate of Request: 1-3-2019City Attorney Branch/Section: ANALYST - INSIDEOutside Title/Position: ATTORNEY / HEALING OFFICIAL / MEDIATOR

Outside Employer Name and address:

Number of hours per week: 0 - 10SGLFOutside Work Schedule days/times: SUN - SATATTORNEY CONSULTINGPhone Number: [REDACTED]Type of Work: HEALING OFFICIAL; MEDIATORStart and End Date: 1-15-19 / 1-15-20**ALL OUTSIDE EMPLOYMENT MUST BE RENEWED ON AN ANNUAL BASIS****Factors to Consider**

Note: If any of factors 1 through 5 apply, the Ethics Ordinance requires that the request be denied.

Yes      No /

1. Whether the payment or the services (paid or unpaid) to be provided creates the appearance of or involves actual use of public office or employment or the time, facilities, equipment or supplies of the official's agency, for private gain;
2. Whether the payment, services for which the payment would be received, or unpaid services involves the acceptance by the official of any money or other consideration from anyone other than his or her agency for the performance of an act which the official, if not performing such act for the outside source of income, would be required or expected to render in the regular course of his or her duties as a City official;
3. Whether the City official is in a position to make, to participate in making, or to influence a potential governmental decision that could foreseeably have a material financial effect on the source of income;
4. Whether the payment or services for which the payment would be received involves the performance of any act in other than an official capacity which may later be subject to the control, inspection, review, audit or enforcement of any other official of his or her agency;
5. Whether the services involve such time demands that would render the official's performance of his or her official duties less efficient.
6. Whether the outside services might result in conflicts between the City and an outside client that will hinder the official's services to the City.
7. Are any issues of municipal law involved? If so, describe: \_\_\_\_\_

8. Are you representing a person or entity in a proceeding where you will be taking a position adverse to another municipality? If so, describe: \_\_\_\_\_

9. Will you receive any remuneration for your employment? If so, list the approximate amount:

UP TO \$325 PER HOUR - INCLUDES VOLUNTEER/ISO PAY

Please be advised that any and all current authorization for outside employment that may be in effect during the time an employee is on FMLA or Personal Medical Leave will be suspended through the duration of the leave.

APPROVED BY:

J. Timothy J. B.Date: 1-3-19

Date: \_\_\_\_\_

Supervisor

Branch Chief

Reeth KaganDate: 1-31-19

Chief of Staff

\*If the employment is with a "restricted source," you must also obtain approval from the Ethics Commission. LAMC §49.5.7.C.2. This includes anyone who does or seeks to do business with the City Attorney, anyone who has attempted to influence you in a legislative or administrative action which would have a direct material financial effect on that person, a lobbyist or lobbying firm, that seeks to influence decisions of the City Attorney, and a person who is a party to a proceeding involving a license, permit or other entitlement for use pending before you.

*Approved with the understanding that employee will not represent any client or oversee any mediation which conflicts or has the potential to conflict with the City's interests or has job City duties. To the extent the employee engages in these activities during his regularly scheduled work hours, he will keep those hours to a reasonable minimum and will obtain preapproval from his supervisor, and will take appropriate time off.*

RECEIVED  
DEC 03 2019

HUMAN RESOURCE

OFFICE OF THE CITY ATTORNEY  
OUTSIDE EMPLOYMENT APPROVAL FORM  
ATTORNEY

Name: Donna Wong

Date of Request: 8-30-2019

City Attorney Branch/Section: Civil - Land Use

Outside Title/Position: Dir. /Officer Vice Pres.

Outside Employer Name and Address:

Number of hours per week: 4-5 Hrs/month

Special Service For Groups (SSG)  
905 E. 8th St. Los Angeles CA 90021

Outside Work Schedule days/times: No Weekly Schedule  
N/A

Type of Work: Board of Directors /Officer/V.P.

Start and End Date: 8/2019 , 8/2020

C- attached List Funders /Partners & Collaborators /List Programs & Services.

ALL OUTSIDE EMPLOYMENT MUST BE RENEWED ON AN ANNUAL BASIS

# OF 18-0691

Factors to Consider

Note: If any of factors 1 through 5 apply, the Ethics Ordinance requires that the request be denied.

	Yes	No
1. Whether the payment or the services (paid or unpaid) to be provided creates the appearance of or involves actual use of public office or employment or the time, facilities, equipment or supplies of the official's agency, for private gain;	<input type="checkbox"/>	<input checked="" type="checkbox"/>
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3. Whether the City official is in a position to make, to participate in making, or to influence a potential governmental decision that could foreseeably have a material financial effect on the source of income;	<input type="checkbox"/>	<input checked="" type="checkbox"/>
4. Whether the payment or services for which the payment would be received involves the performance of any act in other than an official capacity which may later be subject to the control, inspection, review, audit or enforcement of any other official of his or her agency;	<input type="checkbox"/>	<input checked="" type="checkbox"/>
5. Whether the services involve such time demands that would render the official's performance of his or her official duties less efficient.	<input type="checkbox"/>	<input checked="" type="checkbox"/>
6. Whether the outside services might result in conflicts between the City and an outside client that will hinder the official's services to the City.	<input type="checkbox"/>	<input checked="" type="checkbox"/>
7. Are any issues of municipal law involved? If so, describe: <u>N/A</u>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

8. Are you representing a person or entities in a proceeding where you will be taking a position adverse to another municipality? If so, describe: N/A

9. Will you receive any remuneration for your employment? If so, list the approximate amount: N/A

APPROVED BY: as long as it doesn't interfere with work Date: 8/30/19 Jill Date: 11/25/19

Larry Hoffman Supervisor LCAC Date: 8/30/19 Jill Branch Chief Date: 11/25/19  
Chief of Staff Date: 12/2/19

\*If the employment is with a "restricted source," you must also obtain approval from the Ethics Commission. LAMC § 49.5.7.C.2. This includes anyone who does or seeks to do business with the City Attorney, anyone who has attempted to influence you in a legislative or administrative action which would have a direct material financial effect on that person, a lobbyist or lobbying firm that seeks to influence decisions of the City Attorney, and a person who is a party to a proceeding involving a license, permit or other entitlement for use pending before you.

Thanks for your patience Donna. Please make sure you do not get involved in any matter the organization has with the City; funding, regulatory, disputes, ~~or~~ policy considerations that might effect the organization, and advice as to City law. Please alert your supervisory if any matter arises that might cause a concern. Thank you. David M.

TO: Leela Kapur, Chief of Staff;  
David Michaelson, Chief of Municipal Law Branch;  
Terry Kaufmann Macias, Supervising Sr. Asst. City Atty., Land Use Division

FROM: Donna Wong, Deputy City Attorney, Land Use Division

DATE: August 30, 2019 (2 pg)

RE: Outside Employment Approval – Board of Directors, Special Service for Groups

**INTRODUCTION**

I am seeking approval for unpaid service as a First Vice President on the Board of Directors for Special Service for Groups (SSG). Special Service for Groups is a non-profit organization dedicated to providing community-based solutions for the social and economic issues facing those in greatest need. Many of SSG's programs were first established in the 1970's and 1980's in response to the continued impact of poverty on LA communities, as well as to the varied needs of LA's diverse racial and ethnic populations. SSG's programs reflect an emphasis on cultural and linguistic competence with a number of projects targeting Latinos, African Americans and Asian Pacific immigrants and refugees. In the past and present it also has had a specific focus on mental health and homeless services. A list of all programs and services printed from the SSG website is attached to this memo ([www.ssg.org](http://www.ssg.org)) in addition to the Outside Employment Approval Form dated 8-30-2019.

**FUNDING**

The current SSG operating budget is approximately \$110 million. Funding predominately comes from Los Angeles County, Federal, State of California and private funding sources, with a small amount coming from the City of Los Angeles (City). A breakdown of funding between the mentioned categories can be provided on request. Attached are printouts from the SSG website ([www.ssg.org](http://www.ssg.org)) identifying the SSG funders in addition to its partners and collaborators.

**PROBABILITY OF CONFLICT**

I have served as an attorney in the Land Use division since in or about 2010 and am not aware of SSG attending a commission hearing or submitting a position or advocacy letter, concerning a project or policy issue that was before one of the commissions or committees advised by the Land Use Division. Nor am I aware of any project that is likely to come before one of commissions or committees advised by Land Use.

I am aware of a program recently funded by the Los Angeles Homeless Services Authority under Council File 18-0654, for which I attached the Municipal Facilities Committee transmittal.

To avoid any appearance of impropriety or confusion over my role as a City Attorney I would not appear on behalf of SSG before any City of Los Angeles decision-makers or agencies in the event SSG has business with the City. I would also avoid voting on or signing documents associated with any business SSG has with the City. In addition I would avoid providing legal advice on any project/program that SSG may be processing with the City.

Other attorneys in Land Use have in the recent past provided advice on State legislation involving either bridge housing or low-barrier navigation centers. Please let me know if further information is requested along these lines.

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JUN 20 2019

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**OFFICE OF THE CITY ATTORNEY**  
**OUTSIDE EMPLOYMENT APPROVAL FORM**  
**ATTORNEY**

Name: Elaine ZhongDate of Request: May 22, 2019**HUMAN RESOURCES**City Attorney Branch/Section: HousingOutside Title/Position: Lecturer in Law

Outside Employer Name and Address:

Number of hours per week: 2-10University of Southern California  
Gould School of LawOutside Work Schedule days/times: Tue/Thu 5:30 pmType of Work: Teaching legal writing to law studentsPhone Number: [REDACTED]**ALL OUTSIDE EMPLOYMENT MUST BE RENEWED ON AN ANNUAL BASIS**Aug 2019, Dec 2019  
8/1/19 12/31/19**Factors to Consider**

Note: If any of factors 1 through 5 apply, the Ethics Ordinance requires that the request be denied.

Yes      No

1. Whether the payment or the services (paid or unpaid) to be provided creates the appearance of or involves actual use of public office or employment or the time, facilities, equipment or supplies of the official's agency, for private gain;  2. Whether the payment, services for which payment would be received, or unpaid services involves the acceptance by the official of any money or other consideration from anyone other than his or her agency for the performance of an act which the official, if not performing such act for the outside source of income, would be required or expected to render in the regular course or of his or her duties as a City official;  3. Whether the City official is in a position to make, to participate in making, or to influence a potential governmental decision that could foreseeably have a material financial effect on the source of income;  4. Whether the payment or services for which the payment would be received involves the performance of any act in other than an official capacity which may later be subject to the control, inspection, review, audit or enforcement of any other official of his or her agency;  5. Whether the services involve such time demands that would render the official's performance of his or her official duties less efficient.  6. Whether the outside services might result in conflicts between the City and an outside client that will hinder the official's services to the City.  7. Are any issues of municipal law involved? If so, describe: \_\_\_\_\_  8. Are you representing a person or entities in a proceeding where you will be taking a position adverse to another municipality? If so, describe: \_\_\_\_\_  9. Will you receive any remuneration for your employment? If so, list the approximate amount:  \$5,000**APPROVED BY:**
  
 Supervisor  
James P. Clark  
 Chief of Staff Deputy
Date: 5/22/19Date: 5/30/19
  
 Branch Chief
Date: 5/28/19

\*If the employment is with a "restricted source," you must also obtain approval from the Ethics Commission. LAMC § 49.5.7.C.2. This includes anyone who does or seeks to do business with the City Attorney, anyone who has attempted to influence you in a legislative or administrative action which would have a direct material financial effect on that person, a lobbyist or lobbying firm that seeks to influence decisions of the City Attorney, and a person who is a party to a proceeding involving a license, permit or other entitlement for use pending before you.

**OFFICE OF THE CITY ATTORNEY  
OUTSIDE EMPLOYMENT APPROVAL FORM**

ATTORNEY

Name: Elaine Zhang

City Attorney Branch/Section: Housing

Outside Employer Name and Address:

University of Southern California -  
Gould School of Law

Type of Work: Teaching legal writing to  
students

1/1

Date of Request: June 26, 2019 (resubmit)

Outside Title/Position: Lecturer in Law

Number of hours per week: 2 - 10

Outside Work Schedule days/times: Tues, Thur  
5 - 6 pm

Phone Number: [REDACTED]

Start and End Date: Aug , Dec 2019  
(fall semester)

**ALL OUTSIDE EMPLOYMENT MUST BE RENEWED ON AN ANNUAL BASIS**

**Factors to Consider**

Note: If any of factors 1 through 5 apply, the Ethics Ordinance requires that the request be denied.

1. Whether the payment or the services (paid or unpaid) to be provided creates the appearance of or involves actual use of public office or employment or the time, facilities, equipment or supplies of the official's agency, for private gain; Yes  No

2. Whether the payment, services for which payment would be received, or unpaid services involves the acceptance by the official of any money or other consideration from anyone other than his or her agency for the performance of an act which the official, if not performing such act for the outside source of income, would be required or expected to render in the regular course or of his or her duties as a City official; Yes  No

3. Whether the City official is in a position to make, to participate in making, or to influence a potential governmental decision that could foreseeably have a material financial effect on the source of income; Yes  No

4. Whether the payment or services for which the payment would be received involves the performance of any act in other than an official capacity which may later be subject to the control, inspection, review, audit or enforcement of any other official of his or her agency; Yes  No

5. Whether the services involve such time demands that would render the official's performance of his or her official duties less efficient. Yes  No

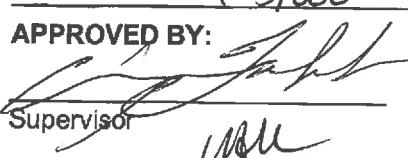
6. Whether the outside services might result in conflicts between the City and an outside client that will hinder the official's services to the City. Yes  No

7. Are any issues of municipal law involved? If so, describe: \_\_\_\_\_ Yes  No

8. Are you representing a person or entities in a proceeding where you will be taking a position adverse to another municipality? If so, describe: \_\_\_\_\_ Yes  No

9. Will you receive any remuneration for your employment? If so, list the approximate amount: \$ 5,000 Yes  No

APPROVED BY:

  
Supervisor John Date: 6/26/19

Date: 6/26/19   
Branch Chief Oliver Date: 6/26/19

Chief of Staff Willie Date: 6/26/19

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OCT 31 2019

HUMAN RESOURCE

*Ty*

**OFFICE OF THE CITY ATTORNEY  
OUTSIDE EMPLOYMENT APPROVAL FORM  
ATTORNEY**

Name: Elaine ZhongDate of Request: Oct 28, 2019City Attorney Branch/Section: HousingOutside Title/Position: Lecturer

Outside Employer Name and Address:

University of Southern California  
Gould School of LawNumber of hours per week: 2-10 hoursType of Work: Teach first year legal writingOutside Work Schedule days/times: Tu/Thu 5-6 pmPhone Number: [REDACTED]Start and End Date: Jan 2019 through May 2020**ALL OUTSIDE EMPLOYMENT MUST BE RENEWED ON AN ANNUAL BASIS****Factors to Consider**

Note: If any of factors 1 through 5 apply, the Ethics Ordinance requires that the request be denied.

	Yes	No
1. Whether the payment or the services (paid or unpaid) to be provided creates the appearance of or involves actual use of public office or employment or the time, facilities, equipment or supplies of the official's agency, for private gain;	<input type="checkbox"/>	<input checked="" type="checkbox"/>
2. Whether the payment, services for which payment would be received, or unpaid services involves the acceptance by the official of any money or other consideration from anyone other than his or her agency for the performance of an act which the official, if not performing such act for the outside source of income, would be required or expected to render in the regular course or of his or her duties as a City official;	<input type="checkbox"/>	<input checked="" type="checkbox"/>
3. Whether the City official is in a position to make, to participate in making, or to influence a potential governmental decision that could foreseeably have a material financial effect on the source of income;	<input type="checkbox"/>	<input checked="" type="checkbox"/>
4. Whether the payment or services for which the payment would be received involves the performance of any act in other than an official capacity which may later be subject to the control, inspection, review, audit or enforcement of any other official of his or her agency;	<input type="checkbox"/>	<input checked="" type="checkbox"/>
5. Whether the services involve such time demands that would render the official's performance of his or her official duties less efficient.	<input type="checkbox"/>	<input checked="" type="checkbox"/>
6. Whether the outside services might result in conflicts between the City and an outside client that will hinder the official's services to the City.	<input type="checkbox"/>	<input checked="" type="checkbox"/>
7. Are any issues of municipal law involved? If so, describe: _____	<input type="checkbox"/>	<input checked="" type="checkbox"/>
8. Are you representing a person or entities in a proceeding where you will be taking a position adverse to another municipality? If so, describe: _____	<input type="checkbox"/>	<input checked="" type="checkbox"/>
9. Will you receive any remuneration for your employment? If so, list the approximate amount: <u>~\$5,000</u>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

**APPROVED BY:**

*E. Zhong*  
Supervisor UAC

Date: 10/28/19Date: 10/29/19

*Oller*  
Branch Chief

Date: 10/29/19

Chief of Staff

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